

**ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN**

FY 2022

**October 1, 2021
Through
September 30, 2022**



ARK-TEX COUNCIL OF GOVERNMENTS

**ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN FOR FY 2022**

Table of Contents

POLICY STATEMENTS

Executive Director Letter -----	1 - 2
Finance Department Budget Assumptions-----	3
Budget Summary-----	4 - 5
Strategic Work Program Summary-----	6

DESCRIPTION

Organizational Summary-----	7 - 9
Aging Programs-----	10- 23
Economic Development-----	24 - 36
Rental Assistance-----	37 - 43
Criminal Justice-----	44 - 50
Emergency Communications-----	51 - 52
Transportation Program-----	53 - 67
Environmental Program-----	68 - 74
Homeland Security-----	75 - 81
Regional Development Program-----	82 - 92
pe ia Pro e ts-----	93 - 96
IndirectCostRateCalculation-----	97
EmployeeBenefit Rate Computation-----	98
Certificate of Indirect Costs-----	99

APPENDIX

APPENDIX I -	Membership Dues Structure-----	100 - 103
APPENDIX II -	Integrated Annual Salary Schedule - FY22-----	104
APPENDIX III -	Revenue Comparison Charts-----	105 - 107



September 30, 2021

Board of Directors
Ark-Tex Council of Governments

Dear Board of Directors:

The bylaws of the Ark-Tex Council of Governments require the Executive Director to prepare a proposed annual financial management plan and present it before the ATCOG Board of Directors before each fiscal year. The Budget Committee reviews the document and recommends it, with any amendments, to the general membership. *Requirements set forth by legislature require a strategic work program be presented and adopted by the general membership.*

The strategic work program and financial plan document is designed to consolidate and present ATCOG's goals, project objectives, work tasks, performance measures, implementation schedules, human resource requirements, and budget information. Although the document contains a great deal of information, it is important to note that more detailed work program and budget documentation is contained in each of the grants, contracts, and agreements entered into by ATCOG with federal agencies, state agencies, local governments, and any other funding partners.

The budget portion of this document is unlike the traditional local government budget in several respects. ATCOG has no taxing or oversight authority; therefore, the budgetary process is not one that culminates in an appropriation bill or an ordinance enacted into law. Therefore, the budget is not technically defined as a "legally adopted budget."

Secondly, unlike most local government budgets, it is extremely difficult to accurately predict revenue and expenditures for a twelve-month period. ATCOG's financial plan is actually a compilation of the individual budgets for the various projects that ATCOG is operating at any point in time. The individual projects are funded by multiple agencies (both federal and state) and with locally generated funds. Each individual project operates within its own fiscal year. Many of these projects are routinely subject to last minute funding changes and special activities are often funded during the course of the year. These facts make it difficult for ATCOG to prepare a single agency-wide budget that is not subject to revision as the year progresses.

Board of Directors
September 30, 2021
Page 2

Submitted herewith for your consideration is the Ark-Tex Council of Governments' 2022 Strategic Work Program and Financial Plan as developed by the staff. The 2022 Strategic Work Program and Financial Plan includes programs related to aging, criminal justice, economic development, emergency communications, housing, transportation, homeland security, environmental and regional projects.

From a human resource standpoint, the 2022 Strategic Work Program and Financial Plan calls for 88 full-time and 21 part-time employees.

I am pleased to present the Board with the 2021 Strategic Work Program and Financial Plan that allows ATCOG to aggressively conduct a wide range of programs and projects benefiting the citizens of Northeast Texas. Should you have any questions regarding this document, please call.

Respectfully submitted,



Chris Brown
Executive Director



September 30, 2021

Board of Directors
Ark-Tex Council of Governments

Dear Board Members:

The Ark-Tex Council of Governments (ATCOG) Financial Plan is for the fiscal year ending September 30, 2022. Detailed information relating to both the anticipated revenue and proposed expenditures is included in this document. This Financial Plan presents balanced program budgets.

Preparation of the Financial Plan requires various assumptions to be made since funding for the grants can occur over a different twelve-month cycle from ATCOG's fiscal year. Although the Plan was prepared with the latest available information, it is expected that variances of funds available will occur as the fiscal year progresses.

The ATCOG mileage reimbursement rate will continue to follow the current IRS standard rate as allowable per ATCOG policy.

Hotel reimbursement and out-of-town meal allowances will continue to follow the General Appropriations Act, Senate Bill 1, Article IX. The Act requires agencies to use the General Services Administration federal travel rates to determine the maximum lodging and meal reimbursement rates.

The ATCOG employee benefit rate is calculated to 56.4% up from 47.85% in FY '21. The indirect rate, based on Modified Total Direct Cost (MTDC), is 5.13% up from 4.22% in FY '21. These rates have been used as a basis for preparing this Financial Plan.

This document is intended to include information needed by you to understand the financial plans for the 2021-2022 fiscal year. If I can be of any assistance in answering any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Melinda Tickle".

Melinda Tickle
Finance Director



FY 2022 Financial Plan Highlights

- This is a Work Plan and Financial Plan combined. It is not technically a budget because ATCOG does not have taxing or oversight authority.
- As required by legislation, it presents each grant's objectives, work tasks, performance measures, implementation schedules, human resource requirements and budget information.
- Within each State or Federal grant that ATCOG administers, the funding agency regulates the categories in which we are allowed to spend funds. The funding source has complete oversight for the individual grant programs.
- There are 10 Managed Programs with over 65 Projects/Contracts that make up the revenue sources for ATCOG.
 1. This Plan includes a merit step increases for several staff along with a 3% COLA. Funding is provided for the Salary Schedule effective October 1, 2021.
 2. Our current retirement plan is under TCDRS. This budget moves from 100% Employer Matching to 150%. Our Funded Ratio will remain above 100% so there will be no budgetary impact since our Contribution Rate will remain the same.
 3. Overall, ATCOG's revenues will increase by about \$1,800,000. Changes in funding from the prior year include:
 - Transportation revenues will increase by over \$1,700,000. Vehicle purchases have caused some fluctuation in total revenue amounts the past couple of years and there are funds rolling forward due to CARES/ARPA funding in FY '20/21. Most will be funding expiring this year and mid 2023.
 - Housing Program revenues will increase by about \$50,000. It will begin to stabilize with the expiring CARES funds.
 - AAA revenues will see about a \$400,000 decrease based on current projections.



- Criminal Justice and Homeland Security did again see slight reductions in their contract amounts for FY '22. However, HS does see an overall increase from a radio infrastructure grant. Environmental will see an increase with the contract for the Region 2 Flood Planning Group.
 - 9-1-1 Emergency Communications is experiencing a planned decrease with the utilization of the CSEC Fund Balance.
 - Regional and Economic Development Programs are continuing to see a positive impact due to EDA CARES funding, the absorption of the CTEDD RLF portfolio, and a focus to bring in new grant administration and 504 loans.
4. ATCOG's health care provider continues to be Texas Municipal League (TMLIEBP). Premiums for our basic medical plan increased again this year. ATCOG will increase its defined contribution amount from \$773.04 per month for each employee's basic medical coverage to \$789.82, which is 100% of the employee premium. Employees have the option to "buy up" to a medical plan with a lower deductible and/or out of pocket costs and to make extra contributions to their HSA. Additional premium costs over the defined employer contribution of \$789.82 per month will be paid by the employee. Employee dental insurance premiums will remain at \$28.44 per month. Rates for life and AD&D did not change.
 5. The published Indirect rate will fall to 19.28% based on Total Direct Personnel Cost. The decrease is due to an over allocation for FY '20 due to a decrease in travel and other expenses because of COVID. (The rate without adjustments would be 24.67%)
 6. The Benefit rate will increase to 56.6%. This reflects a rise in the rate due to an FY '20 under allocation. (The rate without adjustments would be 50.91%)
 7. We are requesting to utilize \$87,500 of ATCOG Unrestricted Funds for Aging match and dues payments.
 8. Housing is budgeted to maintain a three month reserve balance and ATRDC will maintain a \$20,000 reserve balance per contract.

Strategic Work Program Summary

The FY 2022 Ark-Tex Council of Governments Strategic Work Program and Financial Plan establishes an overall goal for each general programmatic area to be addressed by the Council of Governments. The following program areas are addressed in this document:

- Area Agency on Aging
- Criminal Justice
- Economic Development
- Emergency Communications
- Environmental
- Homeland Security
- Housing
- Regional Development / Special Projects
- Transportation
- Special Projects

Within each of the program areas, specific project-by-project work programs are delineated for 2021-2022. Each project is assigned an objective, work tasks, performance measures, an implementation schedule and human resource requirement. There are over 30 such individual project work programs contained in the FY2022 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

**ATCOG Financial Plan - FY 2022
LINE ITEM COST DISTRIBUTION BY COST CENTER**

Line Item CST #	DESCRIPTION	Total Line Item Cost	%	Cost Center									
				Housing	Economic Dev.	Regional Dev	Spec. Projects	Rural Transit	Aging	9-1-1	Criminal Justice	Enviro	Homeland Security
	Salaries	2,839,567	11.57%	529,652	99,609	120,127	5,700	1,135,843	474,312	318,811	52,332	55,608	47,573
	Benefits	1,606,142	6.55%	299,586	56,342	67,947	3,224	642,466	268,285	180,329	29,601	31,453	26,909
	Contract Labor	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Contract Labor II	94,279	0.38%	-	-	64,279	30,000	-	-	-	-	-	-
	Office Space	22,470	0.09%	5,185	1,313	1,873	452	229	5,613	5,282	525	1,458	538
	Depreciation	29,027	0.12%	6,699	1,696	2,419	584	296	7,251	6,823	679	1,884	695
	Interest	15,408	0.06%	3,556	900	1,284	310	157	3,849	3,622	360	1,000	369
	Utilities	53,373	0.22%	5,614	1,422	2,028	490	29,293	6,078	5,718	569	1,579	582
	Building	5,915	0.02%	-	-	-	-	5,915	-	-	-	-	-
	Telephone / Internet	34,949	0.14%	8,000	2,500	1,879	325	6,660	6,559	6,109	608	1,687	622
	Copier	10,199	0.04%	3,200	300	900	-	2,350	1,000	2,000	275	74	100
	Rent/Field Office	13,800	0.06%	7,000	-	-	-	6,800	-	-	-	-	-
	Utilities/Field Office	2,000	0.01%	2,000	-	-	-	-	-	-	-	-	-
	Storage Rent	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Cell phone	22,786	0.09%	4,466	-	-	-	-	4,121	13,164	579	456	-
	Audit and Accounting Fees	22,500	0.09%	-	20,000	1,000	-	-	1,500	-	-	-	-
	Insurance and Bonding	93,431	0.38%	700	-	-	-	89,000	1,500	2,231	-	-	-
	Staff Travel	116,037	0.47%	26,460	6,500	12,736	9,946	5,500	28,725	15,000	1,050	4,250	5,870
	Non-Staff Travel	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Registration / Training	17,203	0.07%	100	-	-	1,000	600	4,903	7,000	-	3,600	-
	Office Supplies	73,054	0.30%	5,228	500	350	25,073	4,761	9,431	20,000	6,469	942	300
	Office Equipment	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Postage	22,346	0.09%	15,000	200	-	250	480	5,100	1,000	181	110	25
	Reproduction and Printing	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Periodicals and Publications	500	0.00%	-	-	-	-	-	500	-	-	-	-
	Membership dues	30,375	0.12%	2,000	4,000	1,750	15,000	2,095	3,500	2,000	30	-	-
	Advertising/Marketing	23,002	0.09%	2,000	5,000	-	1,500	1,740	2,762	10,000	-	-	-
	Computer Software Maintenance	20,636	0.08%	15,000	-	-	5,000	-	-	300	222	114	-
	Annual Board Meeting	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Other Operations	545,447	2.22%	53,180	50,264	34,456	16,001	270,493	62,698	39,315	-	4,096	14,944
	Equipment Maintenance	217,296	0.89%	-	-	-	-	147,548	-	69,748	-	-	-
	Other Direct	9,655,702	39.35%	7,586,322	-	-	41,142	350,184	1,474,185	170,990	4,803	8,699	19,377
	Capital Equipment	4,488,000	18.29%	300,000	-	-	-	3,832,891	-	-	-	-	355,109
	Contract Services	3,638,430	14.83%	221,000	36,416	85,000	1,198,616	300,421	-	1,006,109	61,110	514,685	215,073
	Indirect	822,577	3.35%	147,701	30,060	36,251	1,720	320,570	143,136	96,209	15,793	16,781	14,356
	TOTAL EXPENDITURES	24,536,451	100.00%	9,249,650	317,022	434,280	1,356,334	7,156,294	2,515,007	1,981,760	175,186	648,475	702,442
%			100.0%	37.7%	1.3%	1.8%	5.5%	29.2%	10.3%	8.1%	0.7%	2.6%	2.9%

**ATCOG Budget FY '22
Line Item Cost Distribution**

Line Item CST #	DESCRIPTION	Total Line Item Cost	%	Type of Cost	
				Direct	Indirect
	Salaries	3,398,604	13.85%	2,839,567	559,037
	Benefits	1,922,803	7.84%	1,606,142	316,660
	Contract Labor	800	0.00%	-	800
	Contract Labor II	94,279	0.38%	94,279	
	Office Space	31,194	0.13%	22,470	8,724
	Depreciation	40,296	0.16%	29,027	11,270
	Interest	21,391	0.09%	15,408	5,982
	Utilities	62,819	0.26%	53,373	9,445
	Building	5,915	0.02%	5,915	-
	Telephone / Internet	42,271	0.17%	34,949	7,322
	Copier	12,749	0.05%	10,199	2,550
	Rent/Field Office	13,800	0.06%	13,800	-
	Utilities/Field Office	2,000	0.01%	2,000	-
	Storage Rent	-	0.00%	-	-
	Cell phone	24,286	0.10%	22,786	1,500
	Audit and Accounting Fees	62,500	0.25%	22,500	40,000
	Insurance and Bonding	93,431	0.38%	93,431	-
	Staff Travel	132,037	0.54%	116,037	16,000
	Non-Staff Travel	10,000	0.04%	-	10,000
	Registration / Training	30,203	0.12%	17,203	13,000
	Office Supplies	83,804	0.34%	73,054	10,750
	Office Equipment	-	0.00%	-	-
	Postage	29,196	0.12%	22,346	6,850
	Reproduction and Printing	250	0.00%	-	250
	Periodicals and Publications	500	0.00%	500	-
	Membership dues	30,875	0.13%	30,375	500
	Advertising/Marketing	23,002	0.09%	23,002	-
	Computer Software Maintenance	37,636	0.15%	20,636	17,000
	Annual Board Meeting	-	0.00%	-	-
	Other Operations	555,947	2.27%	545,447	10,500
	Equipment Maintenance	217,296	0.89%	217,296	-
	Other Direct	9,659,202	39.37%	9,655,702	3,500
	Capital Equipment	4,488,000	18.29%	4,488,000	-
	Contract Services	3,638,430	14.83%	3,638,430	-
	Indirect (Over)/Under	(229,063)	-0.93%		(229,063)
TOTAL EXPENDITURES		24,536,451	100.00%	23,713,874	822,577
%				97%	3%

ATCOG Financial Plan - FY 2022
Income/Expenditure Analysis by Cost Center

Cost Center Number	Description	Income by Source							Total Funds Available	Analysis		
		Federal Funds	State Funds	Contract Funds	Local Non ATCOG Funds	In-Kind Funds/TDCs	ATCOG Restricted	ATCOG Unrestricted		Budgeted Expenditure	%	Difference
	Housing	8,510,904	288,000	-	450,745				9,249,649	9,249,650	37.70%	
	Economic Dev	25,000					292,023		317,023	317,022	1.29%	
	Regional Dev	270,000	10,991	150,979			2,310		434,280	434,280	1.77%	
	Rural Transit	5,306,908	1,459,438	120,210	217,237	52,500	-		7,156,293	7,156,294	29.17%	
	AAA	1,586,850	861,019			-		67,139	2,515,008	2,515,007	10.25%	
	9-1-1		1,981,760						1,981,760	1,981,760	8.08%	
	Criminal Justice		175,186						175,186	175,186	0.71%	
	Environmental		648,475						648,475	648,475	2.64%	
	Homeland Security		702,442						702,442	702,442	2.86%	
	Special Projects	86,823		1,191,301			37,210	41,000	1,356,334	1,356,334	5.53%	
	Total Funds	15,786,485	6,127,311	1,462,490	667,982	52,500	331,543	108,139	24,536,450	24,536,451	100%	
	%	64.34%	24.97%	5.96%	2.72%	0.21%	1.35%	0.44%	100%			

**AREA AGENCY ON AGING
TOTAL PROGRAM BUDGET**

ANTICIPATED REVENUES BY SOURCE

2022

Health and Human Services (HHS)	\$ 2,447,869
ATCOG Match	\$ 67,139
In-kind	\$ -
Total Anticipated Revenue	\$ 2,515,008

EXPENDITURE BUDGET

Personnel	\$ 742,597
Admin	\$ 37,472
Operating Expense	\$ 117,618
Direct Services	\$ 1,474,185
Contract Services	\$ -
Indirect	\$ 143,136
Total Anticipated Expenditures	\$ 2,515,007

**AREA AGENCY ON AGING
ADMINISTRATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>EXPENDITURE BUDGET</u>	2022
Personnel	\$ 80,929
Admin	\$ 10,102
Operating Expense	\$ 45,907
Direct Services	\$ 1,865
Contract Services	\$ -
Indirect	\$ 15,599
Anticipated Expenditures	\$ 154,402

**AREA AGENCY ON AGING
ADMINISTRATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

AREA AGENCY ON AGING GOALS STATEMENT

The goal of the Area Agency on Aging is to be the region's visible advocate and leader in providing a comprehensive and coordinated continuum of services which will assist persons sixty (60) years of age and older and/or their spouses and the disabled persons to live dignified, independent and productive lives in a safe environment.

OBJECTIVE

To provide the administrative support necessary to ensure that AAA program performance and accountability are maintained at the highest possible standard and become the access and assistance entry point for seniors and disabled persons.

PRIMARY WORK TASKS

- 1 Develop FY22 Area Agency on Aging budget
- 2 Coordinate activities and provide administrative support to the Area Agency on Aging and Advisory Council, ensuring adherence to regulations
- 3 Compile and submit all required reports to funding sources
- 4 Coordinate Area Agency on Aging outreach and advocacy efforts
- 5 Provide technical assistance to senior groups and their initiatives
- 6 Monitor Area Agency on Aging contractors and sub-recipients
- 7 Review the FY21-22 Area Plan

PRINCIPLE PERFORMANCE MEASURES

- 1 Completion of Area Agency on Aging budget
- 2 Conduct a minimum of four Area Agency on Aging Advisory Council meetings
- 3 Submission of 15 required reports
- 4 Presentation of Area Agency on Aging program services to a minimum of 12 area organizations per year
- 5 Provision of technical assistance to a minimum of 14 senior centers
- 6 Maintain and coordinate Direct Purchase of Services for Aging programs
- 7 Follow the guidance of the FY21-22 Area Plan

HUMAN RESOURCE REQUIREMENT

- 1.18 Full Time Equivalent

**AREA AGENCY ON AGING
CONGREGATE MEALS (C1)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>EXPENDITURE BUDGET</u>	2022
Personnel	\$ 17,051
Admin	\$ -
Operating Expense	\$ 2,382
Direct Services	\$ 713,069
Contract Services	\$ -
Indirect	\$ 3,287
Anticipated Expenditures	\$ 735,788

**AREA AGENCY ON AGING
CONGREGATE MEALS (C1)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To provide one meal a day for five days a week in a congregate setting to persons 60 years of age or older, which meets the 1/3 RDA requirements.

PRIMARY WORK TASKS

- 1 Promote wellness education to prevent illness
- 2 Monitor the effectiveness of nutrition providers of the congregate meal program
- 3 Provide transportation services to nutrition programs
- 4 Provide congregate meals during FY22 as funding and local support allow

PRINCIPLE PERFORMANCE MEASURES

- 1 Conduct media campaigns and information and assistance to a minimum of 600 congregate meal clients
- 2 Monitor all contracted and/or sub-recipient nutrition meal providers at least annually for quality and adherence to HHS' nutritional standards. Complete ongoing desk reviews to ensure that all assessments and reports are completed
- 3 Establish or maintain an agreement with a minimum of one transportation provider provider.
- 4 A total of 40,000 congregate meals provided to people 60+ in the region

HUMAN RESOURCE REQUIREMENT

0.35 Full Time Equivalent

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**AREA AGENCY ON AGING
HOME DELIVERED MEALS (C2)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>EXPENDITURE BUDGET</u>	2022
Personnel	\$ 17,053
Admin	\$ -
Operating Expense	\$ 2,380
Direct Services	\$ 362,998
Contract Services	\$ -
Indirect	\$ 3,287
Anticipated Expenditures	\$ 385,718

**AREA AGENCY ON AGING
HOME DELIVERED MEALS (C2)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To provide one meal a day for five days a week to persons 60 years of age or older living in their home and are unable to go to the congregate sites, except in a rural area where it is not cost effective to deliver meals five days a week, which meets the 1/3 RDA requirements. Regardless of how many days providers deliver, the client receives 5 meals a week.

PRIMARY WORK TASKS

- 1 Provide home delivered meals to persons who are homebound and not able to attend the congregate nutrition program
- 2 Monitor the effectiveness of the home delivered meals program
- 3 Provide a hot and frozen nutritional meals to the homebound that meets the 1/3 RDA requirement
- 4 Provide home delivered meals during FY22 as funding and local support allow

PRINCIPLE PERFORMANCE MEASURES

- 1 Assess, through providers, 500 clients a minimum of every 12 months to determine if they meet the requirement for a home delivered meal
- 2 Monitor all providers at least annually to ensure that all meals meet the 1/3 RDA requirements
- 3 Renew and/or create provider agreements with all providers in this region
- 4 A minimum of 100,000 home delivered meals provided to the 60+ population in the Ark-Tex region

HUMAN RESOURCE REQUIREMENT

0.35 Full Time Equivalent

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>EXPENDITURE BUDGET</u>	2022
Personnel	\$ 627,564
Admin	\$ 27,371
Operating Expense	\$ 66,949
Direct Services	\$ 396,253
Contract Services	\$ -
Indirect	\$ 120,963
Anticipated Expenditures	\$ 1,239,099

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To provide support services to the elderly in the Ark-Tex region. In addition to legal awareness, IR&A, case management, data management, and ombudsman, other support services include Medicare assistance to over and under 60, transportation, in-home respite, homemaker, home modifications and repairs, and evidence based intervention.

PRIMARY WORK TASKS

- 1 Provide support services to persons aged 60 and over who live in the Ark-Tex region.
- 2 Review/renew/seek provider agreements to provide services with local service-providing agencies.
- 3 Submit program performance and fiscal reports as required.

PRINCIPLE PERFORMANCE MEASURES

- 1 Support services provided to a minimum of 5,000 persons aged 60 and over
- 2 Monitor service providing agencies monthly through billing
- 3 Program performance and fiscal reports submitted to the OAAA accurately and on time

HUMAN RESOURCE REQUIREMENT

10.71 Full Time Equivalent

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES - INFORMATION, REFERRAL AND ASSISTANCE
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To provide information and assistance to the 60+ population, their family members and caregivers in the Ark-Tex region.

PRIMARY WORK TASKS

- 1 Continually update referral database.
- 2 Develop information and assistance brochure.
- 3 Provide information and assistance services via phone and outreach.

PRINCIPLE PERFORMANCE MEASURES

- 1 Hold monthly staff meetings and provide updated resources to the staff.
- 2 Completion and distribution of 1500 brochures.
- 3 Staff and maintain a minimum of one employee for the toll-free telephone number and provide assistance to a minimum 1,600 callers.

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES - DATA MANAGEMENT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To ensure the AAA has the staff and capabilities to perform computer functions required by HHS and other agencies.

PRIMARY WORK TASKS

- 1 Provide a staff person who is computer competent and qualified to perform the functions of the SPURS system to input all caller information in as well as documentation for direct services.
- 2 Work with case managers to ensure proper client information is entered into the HHS and SPURS database to comply with HHS unit tracking & NAPIS documentation requirements.
- 3 Work directly with the local service providers to ensure program reports submitted to AAA are accurate and on time.

PRINCIPLE PERFORMANCE MEASURES

- 1 Two staff employed by ATCOG AAA are trained on the SPURS system and serve as administrators.
- 2 Maintain the HHS SPURS database with case managers' input.
- 3 Ensure accurate and timely reports for local service providers' services are submitted to HHS.

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES – BENEFITS COUNSELING
AWARENESS/ASSISTANCE
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To provide awareness to the 60+ population, family and other interested persons about elder abuse and neglect, and provide assistance to individuals eligible for Medicare, Medicaid, SHIP and other supplemental insurance plans.

PRIMARY WORK TASKS

- 1 Ensure the 60+ population and/or primary caregiver are aware of services available, and make referrals, if needed
- 2 Aid Medicare and Medicaid-eligible individuals to obtain assistance
- 3 Assist individuals with enrollment in Medicare Part D or supplemental Plans
- 4 Administer the State Health Insurance Assistance Program (SHIP)

PRINCIPLE PERFORMANCE MEASURES

- 1 Disseminate accurate, timely and relevant information, eligibility criteria, and procedures to the 60+ population about public entitlements, long-term care information, individual rights, planning/protection options, housing and consumer issues
- 2 Work closely with the Center for Medicare and Medicaid Services (CMS) to assist 700 individuals
- 3 Prepare and perform outreach and awareness of Medicare Part D to 700 individuals
- 4 Assist with questions about appeals, buying other insurance, choosing a health plan, and Medicare Rights and Protections

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES – CASE MANAGEMENT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To provide in-home assistance to the clients 60+ in the Ark-Tex area in order that they may remain at home in a safe environment for as long as possible.

PRIMARY WORK TASKS

- 1 Accept and process referrals from individuals and other social service agencies
- 2 Complete assessment document on clients requesting assistance during in-home and/or phone visits
- 3 Develop individualized care plans
- 4 Arrange for the provision of needed services as identified in the care plan
- 5 Reassess client needs every 6 months
- 6 Develop documented client records
- 7 Maintain client records in SPURS client tracking system

PRINCIPLE PERFORMANCE MEASURES

- 1 All referrals processed by all case managers
- 2 Completion of 360 assessments
- 3 Completion of 180 care plans
- 4 Identification of services for 300 clients
- 5 Reassessment of active clients' needs every 6 months, or more often as needed
- 6 Maintain records of 300 clients
- 7 Maintenance of a minimum of 300 client records in SPURS client tracking system

**AREA AGENCY ON AGING
OTHER SUPPORT SERVICES – OMBUDSMAN
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

To provide advocacy for the rights of elderly residing in the Ark-Tex region long-term care and assisted living licensed communities.

PRIMARY WORK TASKS

- 1 Recruit volunteers to serve as nursing home and assisted living ombudsmen
- 2 Provide initial and re-certification training for volunteers
- 3 Assign Ombudsmen to area long-term care communities
- 4 Conduct routine site visits to area long-term care communities
- 5 Identify resident concerns and act on concern if resident consents
- 6 Coordinate activities with the Texas Health and Human Services Commission (HHS)
- 7 Provide in-service training to area long-term care community staff on resident rights

PRINCIPLE PERFORMANCE MEASURES

- 1 Recruitment of four new volunteers to meet state requirements
- 2 Provision of a minimum of one quarterly training session
- 3 Assignments to 31 area nursing homes and 26 assisted living communities
- 4 Visits conducted quarterly to long-term care communities as set forth by the State Ombudsman Office
- 5 Resolution of 85% of complaints either totally or partially resolved
- 6 Participate 100% in annual HHS survey resident meetings, when notified in a timely manner by the surveyor, of nursing home and assisted living homes
- 7 Create and present a minimum of four in-service training sessions

**ECONOMIC DEVELOPMENT
TOTAL PROGRAM BUDGET**

ANTICIPATED REVENUES BY SOURCE

2022

Program Income	\$ 147,534
U.S. EDA	\$ 25,000
Fee Income	\$ 124,489
Designated Reserve	\$ 20,000
Total Anticipated Revenue	\$ 317,023

EXPENDITURE BUDGET

Personnel	\$ 155,951
Admin	\$ 28,131
Operating Expense	\$ 66,464
Direct Services	\$ -
Contract Services	\$ 36,416
Indirect	\$ 30,060
Total Anticipated Expenditures	\$ 317,022

**ECONOMIC DEVELOPMENT
 ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDC)
 PROJECT BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

U.S Small Business Administration Loan Servicing Fees	\$ 144,489
Designated Reserve	\$ 20,000
Anticipated Revenue	\$ 164,489

EXPENDITURE BUDGET

Personnel	\$ 58,925
Admin	\$ 22,814
Operating Expense	\$ 26,392
Direct Services	\$ -
Contract Services	\$ 25,000
Indirect	\$ 11,358
Anticipated Expenditures	\$ 144,489

**ECONOMIC DEVELOPMENT
ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDC)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ATRDC GOALS STATEMENT

The goal of the Ark-Tex Regional Development Company is to provide funds for expanding businesses which, through their expansion, will provide benefits to themselves and the communities, such as job creation, expansion of tax base and expansion of personal income.

OBJECTIVE

Assist small businesses with financing for fixed-asset projects by assembling, analyzing, and making recommendations on loan packages, submit the analysis and recommendations to SBA for approval, and close and service the 504 loan.

PRIMARY WORK TASKS

- 1 Create economic development opportunity in the community.
- 2 Provide affordable long term financing for businesses.
- 3 Provide outreach to encourage private lender participation.
- 4 Provide resources to conventional and non-traditional lenders for small business.
- 5 Attend required local, regional and virtual SBA and related meetings.

PRINCIPLE PERFORMANCE MEASURES

- 1 Servicing as per Tracking Form - Economic Development creation for improvement of economic indicators such as employment, business financials, property taxes, insurance, UCC1 status, life insurance (if applicable) job creation
- 2 Prepare at least two 504 Loans for submission to SBA for businesses.
- 3 Number of private lenders participating.
- 4 At least five small businesses applying for SBA loans.
- 5 Attend at least two training sessions.

HUMAN RESOURCE REQUIREMENT

0.88 Full Time Equivalent

**ECONOMIC DEVELOPMENT
 NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT (NETEDD) REVOLVING
 LOAN FUND (RLF)
 PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Interest/Loan Servicing Fees	\$ 93,023
Anticipated Revenue	\$ 93,023
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 51,818
Admin	\$ 2,271
Operating Expense	\$ 17,529
Direct Services	\$ -
Contract Services	\$ 11,416
Indirect	\$ 9,988
Anticipated Expenditures	\$ 93,023

ECONOMIC DEVELOPMENT
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT (NETEDD) REVOLVING
LOAN FUND (RLF)
PROJECT BUDGET AND PERFORMANCE STATEMENT

NETEDD RLF GOALS STATEMENT

The goal of the NETEDD RLF is to fund private sector basic job creation or retention and to strengthen capital formation throughout the nine county NETEDD area.

OBJECTIVE

Provide technical assistance and financing for fixed assets and/or working capital to help small and medium-sized businesses start-up, expand, or increase productivity.

PRIMARY WORK TASKS

- 1 Strengthen the economic base.
- 2 Create and retain permanent full-time jobs.
- 3 Attend required meetings.

PRINCIPLE PERFORMANCE MEASURES

- 1 Extend at least two NETEDD RLF loans for improvement of economic indicators such as unemployment, per capital income, and out-migration.
- 2 Create one new job for every \$35,000 loaned; 50% of new jobs will be targeted at the long-term unemployed and/or under-employed.
- 3 Attend at least three seminars, teleconferences, workshops, or webinars as required.

HUMAN RESOURCE REQUIREMENT

0.74 Full Time Equivalent

**ECONOMIC DEVELOPMENT
CHAPMAN REVOLVING LOAN FUND
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Interest/Loan Servicing Fees	\$ 19,945
Anticipated Revenue	\$ 19,945
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 9,195
Admin	\$ 814
Operating Expense	\$ 8,163
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 1,772
Anticipated Expenditures	\$ 19,945

**ECONOMIC DEVELOPMENT
CHAPMAN REVOLVING LOAN FUND
PROJECT BUDGET AND PERFORMANCE STATEMENT**

CHAPMAN RLF GOALS STATEMENT

The goal of the Chapman Revolving Loan Fund (RLF) is to develop a viable and continuing resource for private businesses and public governments to increase economic development and create job opportunities throughout the nine Texas counties in the ATCOG area.

OBJECTIVE

Create permanent full-time jobs by provided financial assistance for economic development projects in the form of a loan guarantee to businesses and direct loans to local governments.

PRIMARY WORK TASKS

- 1 Create permanent full-time jobs.
- 2 Provide financial assistance for economic development projects.
- 3 Review files for servicing needs.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Monitor Chapman RLF Capital Base Funds and report availability for loans.
- 2 At least two Chapman-RLF loans funded (*Pending Availability of Capital Base*)
- 3 Servicing of Chapman Files based on procedures

HUMAN RESOURCE REQUIREMENT

0.15 Full Time Equivalent

**ECONOMIC DEVELOPMENT
EAST TEXAS RURAL ACCESS PROGRAM (ETRAP)
LOAN FUND (RLF)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

REVOLVING

ANTICIPATED REVENUES BY SOURCE

2022

Interest/Loan Servicing Fees	\$	21,935
Anticipated Revenue	\$	21,935

EXPENDITURE BUDGET

Personnel	\$	15,018
Admin	\$	1,013
Operating Expense	\$	3,008
Direct Services	\$	-
Contract Services	\$	-
Indirect	\$	2,895
Anticipated Expenditures	\$	21,935

**ECONOMIC DEVELOPMENT
EAST TEXAS RURAL ACCESS PROGRAM (ETRAP)
LOAN FUND (RLF)**

REVOLVING

PROJECT BUDGET AND PERFORMANCE STATEMENT

ETRAP RLF GOALS STATEMENT

The goal of the East Texas Rural Access Program (ETRAP) is to provide loan funding for medical related or other small business financial needs in the nine Texas counties in the ATCOG area.

OBJECTIVE

Objectives Include funding qualified applicants for loans, identifying additional funding sources and funding loans.

PRIMARY WORK TASKS

- 1 Fund loans to eligible applicants
- 2 Seek additional funding from public and private sources.
- 3 Review files for servicing needs.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Monitor ETRAP RLF Capital Base Funds and report availability for loans.
- 2 At least two ETRAP-RLF loans funded (*Pending Availability of Capital Base*)
- 3 Servicing of ETRAP Files based on procedures

HUMAN RESOURCE REQUIREMENT

0.22 Full Time Equivalent

**ECONOMIC DEVELOPMENT
NETEDD RLF CARES ACT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
U.S. EDA	\$ 25,000
Interest/Loan Servicing Fees	\$ 8,864
Anticipated Revenue	\$ 33,864
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 18,270
Admin	\$ 1,125
Operating Expense	\$ 10,948
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 3,522
Anticipated Expenditures	\$ 33,864

**ECONOMIC DEVELOPMENT
NETEDD RLF CARES ACT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

CARES Act RLF GOALS STATEMENT

The goal of the CARES Act Revolving Loan Fund (RLF) is to alleviate sudden and severe economic dislocation caused by the coronavirus (COVID-19) pandemic to provide permanent resources to support economic resiliency and to further the long-term economic adjustment objectives of the thirty

OBJECTIVE

Assist small businesses that have been financially impacted as a direct result of COVID-19 pandemic that qualify for a low interest loan to help meet financial obligations and operating expenses and

PRIMARY WORK TASKS

- 1 Notify designated entities of the availability of funds
- 2 Provide financial assistance for CARES Act funding projects
- 3 Advertise and make accessible technical assistance avenues available through website, Facebook and Development office to businesses as intended beneficiaries.
- 4 Review files for servicing needs.
- 5 Track files for reporting requirements.

PRINCIPLE PERFORMANCE MEASURES

- 1 Monitor CARES Act COVID RLF Capital Base Funds and report availability for loans at a rate of 2.5% for working capital, capital improvements and refinance.
- 2 Provide technical assistance to borrowers and prospective borrowers related to loan applications or loan repayments
- 3 At least two CARES Act COVID RLF loans funded (*Pending Availability of Capital Base*)
- 4 Servicing of CARES Act COVID RLF Files based on procedures
- 5 Report bi-annually as per contract

HUMAN RESOURCE REQUIREMENT

0.27 Full Time Equivalent

**ECONOMIC DEVELOPMENT
 FARM HOME ADMINISTRATION (FmHA) REVOLVING LOAN FUND (RLF)
 PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Interest/Loan Servicing Fees	\$ 3,767
Anticipated Revenue	\$ 3,767
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 2,725
Admin	\$ 93
Operating Expense	\$ 424
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 525
Anticipated Expenditures	\$ 3,767

**ECONOMIC DEVELOPMENT
FARM HOME ADMINISTRATION (FmHA) REVOLVING LOAN FUND (RLF)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

FmHA RLF GOALS STATEMENT

The Farmers Home Administration (FmHA) is a former U.S Department of Agriculture agency created to finance and insure loans for rural business entities.

OBJECTIVE

Objectives are to provide loans aimed at helping rural businesses entities obtain funding and establish economic stability.

PRIMARY WORK TASKS

- 1 Fund loans to eligible applicants
- 2 Provide resources to rural entities
- 3 Provide technical assistance to Rural communities/entities

PRINCIPLE PERFORMANCE MEANSURES

- 1 Monitor FmHA RLF Capital Base Funds and report availability for loans.
- 2 At least two FmHA-RLF loans funded (*Pending Availability of Capital Base*)
- 3 Servicing of FmHA Files based on procedures

HUMAN RESOURCE REQUIREMENT

0.22 Full Time Equivalent

**HOUSING
TOTAL PROGRAM BUDGET**

ANTICIPATED REVENUES BY SOURCE

2022

U.S Department of Housing and Urban Development (HUD)	\$ 8,510,904
Texas Dept. of Housing and Community Affairs (TDHCA)	\$ 288,000
Designated Reserve	\$ 450,745
Total Anticipated Revenue	\$ 9,249,649

EXPENDITURE BUDGET

Personnel	\$ 829,238
Admin	\$ 46,420
Operating Expense	\$ 118,968
Direct Services	\$ 7,586,322
Contract Services	\$ 521,000
Indirect	\$ 147,701
Total Anticipated Expenditures	\$ 9,249,650

**HOUSING
HOUSING CHOICE VOUCHER (HVC)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

U.S Department of Housing and Urban Development (HUD)- Housing Assistance Payments (HAP)	\$ 7,353,675
HUD HAP CARES FUNDING	\$ 300,000
HUD Admin	\$ 792,000
Designated Reserve	\$ 450,745
Anticipated Revenue	\$ 8,896,420

EXPENDITURE BUDGET

Personnel	\$ 721,618
Admin	\$ 43,856
Operating Expense	\$ 117,180
Direct Services	\$ 7,353,675
Contract Services	\$ 521,000
Indirect	\$ 139,092
Anticipated Expenditures	\$ 8,896,420

**HOUSING
HOUSING CHOICE VOUCHER (HVC)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

RENTAL ASSISTANCE PROGRAM GOALS STATEMENT

The overall goal of the Rental Assistance Program is to achieve four major objectives:

- 1 To provide improved living conditions for low-income families while maintaining their rent payments at an affordable level.
- 2 To promote freedom of housing choice and spatial de-concentration of low income and minority families.
- 3 To provide decent, safe and sanitary housing for eligible participants.
- 4 To provide an incentive to private property owners to rent to low income families by offering timely assistance payments and counseling to tenants on obligations under their lease.

OBJECTIVE

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

PRIMARY WORK TASKS

- 1 Inform potential applicants and landlords of program availability.
- 2 Provide technical assistance to applicants and landlords.
- 3 Coordinate activities to assure continued eligibility of program participants.
- 4 Compile and submit all required reports to USDHUD.
- 5 Perform computer matching of clients with DHUD online systems.
- 6 To provide safe and adequate distance for employees and clients when in offices.

PRINCIPLE PERFORMANCE MEASURES

- 1 Issue approximately 200 new Housing Choice Vouchers and add approximately 100 new families to Rental Assistance Program.
- 2 Add at least ten property owners to potential landlord list
- 3 Payment of approximately \$7.3 million to landlords in form of rental payments for eligible families.
- 4 Maintain high performer status for FY22 by timely reporting to DHUD.
- 5 Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY22.
- 6 Utilize CARES funding to create client meeting rooms and proper division for employee offices.

HUMAN RESOURCE REQUIREMENT

12.44 Full Time Equivalent

**HOUSING
EMERGENCY SOLUTIONS GRANT (ESG)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Texas Department of Housing and Community Affairs (TDHCA)	\$ 288,000
Anticipated Revenue	\$ 288,000
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 44,667
Admin	\$ 401
Operating Expense	\$ 1,676
Direct Services	\$ 232,647
Contract Services	\$ -
Indirect	\$ 8,610
Anticipated Expenditures	\$ 288,000

**HOUSING
EMERGENCY SOLUTIONS GRANT (ESG)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

EMERGENCY SOLUTIONS GRANT PROGRAM GOALS STATEMENT

The goal of the Emergency Solutions Grant (ESG) Program is to help individuals or families by providing housing relocation and stabilization services and rental assistance as necessary to prevent homelessness.

OBJECTIVE

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

PRIMARY WORK TASKS

- 1 Inform potential applicants and landlords of program services availability.
- 2 Provide housing search assistance to HP applicants.
- 3 Coordinate activities to assure continued eligibility of RRH and HP program participants.

- 4 Compile and submit all required reports to THN and TDHCA.
- 5 Perform computer matching of clients with HMIS online systems.

PRINCIPLE PERFORMANCE MEASURES

- 1 Assist approximately 100 new families with Homeless Prevention services.
- 2 Add at least three new property owners to potential landlord list for RRH clients.
- 3 Payment to landlords in form of rental payments for eligible HP families.
- 4 Maintain consistency within the Housing Priority list and the HMIS data online reporting.
- 5 Utilize the HMIS online system to reduce fraud and maintain program integrity for FY21.

HUMAN RESOURCE REQUIREMENT

1.00 Full Time Equivalent

**HOUSING
FAMILY SELF SUFFICIENCY GRANT (FSS)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
U.S Department of Housing and Urban Development (HUD)	\$ 65,229
Anticipated Revenue	\$ 65,229
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 62,954
Admin	\$ 2,163
Operating Expense	\$ 112
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ -
Anticipated Expenditures	\$ 65,229

HOUSING
FAMILY SELF SUFFICIENCY GRANT (FSS)
PROJECT BUDGET AND PERFORMANCE STATEMENT

OBJECTIVE

To assist HCV rental assisted families increase their earnings and to build financial stability;as well as reduce their dependency of welfare assistance and rental subsidy.

PRIMARY WORK TASKS

- 1 To execute a FSS contract of Participation between the Head of Household and ATCOG
- 2 To execute an Individual Training and Service Plan(ITSP) and guid eot completion

PRINCIPLE PERFORMANCE MEANSURES

- 1 Maintain the ITPSP of participatin FSS families
- 2 Maintain 50 families on the FSS program yearly & refer at minimum 15 referral to outside resources for assistance(GED, employment, etc)

HUMAN RESOURCE REQUIREMENT

0.95 Full Time Equivalent

**CRIMINAL JUSTICE
TOTAL PROGRAM BUDGET**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Office of the Governor, Criminal Justice Division	\$ 175,186
Total Anticipated Revenue	\$ 175,186

EXPENDITURE BUDGET

Personnel	\$ 81,933
Admin	\$ 3,595
Operating Expense	\$ 7,952
Direct Services	\$ 4,803
Contract Services	\$ 61,110
Indirect	\$ 15,793
Total Anticipated Expenditures	\$ 175,186

**CRIMINAL JUSTICE
REGIONAL CRIMINAL JUSTICE PLANNING GRANT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Office of the Governor, Criminal Justice Division	\$ 58,535
Anticipated Revenue	\$ 58,535
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 40,563
Admin	\$ 2,921
Operating Expense	\$ 5,942
Direct Services	\$ 1,290
Contract Services	\$ -
Indirect	\$ 7,819
Anticipated Expenditures	\$ 58,535

**CRIMINAL JUSTICE
REGIONAL CRIMINAL JUSTICE PLANNING
PROJECT BUDGET AND PERFORMANCE STATEMENT**

REGIONAL CRIMINAL JUSTICE PLANNING GOALS STATEMENT

The goal of the Regional Criminal Justice Planning program is to provide effective planning, coordination, law enforcement training, and juvenile services throughout the region.

OBJECTIVE

To provide effective criminal justice planning, coordination, technical assistance, and CJD grant assistance services throughout the region.

PRIMARY WORK TASKS

- 1 Publicize grant application kits.
- 2 Conduct local priorities meeting.
- 3 Conduct grant workshop(s).
- 4 Provide CJD required information to potential applicants.
- 5
Coordinate, facilitate, and serve as staff for the Regional Criminal Justice Advisory Committee.
- 6 Conduct application scoring meeting and report results to CJD.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Publicize available application kits to approximately 200 entities for criminal justice program funding.
- 2 Coordinate and facilitate a meeting to update local priorities annually.
- 3 Conduct at least one grant workshop annually to inform potential grant applicants of criminal justice funding available and the process of applying, and provide technical assistance as needed.
- 4 Provide approved priorities, bylaws, scoring instruments and other relevant materials to potential applicants at least 30 days prior to application submission deadline.
- 5 Coordinate and facilitate at least one criminal justice advisory committee annually.
- 6 Conduct at least one application scoring meeting annually and submit the approved priority listings to CJD by their deadline.

HUMAN RESOURCE REQUIREMENT

0.53 Full Time Equivalent

**CRIMINAL JUSTICE
REGIONAL LAW ENFORCEMENT TRAINING
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Office of the Governor, Criminal Justice Division	\$ 81,132
Anticipated Revenue	\$ 81,132
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 31,520
Admin	\$ 532
Operating Expense	\$ 1,017
Direct Services	\$ 3,238
Contract Services	\$ 38,750
Indirect	\$ 6,075
Anticipated Expenditures	\$ 81,132

**CRIMINAL JUSTICE
REGIONAL LAW ENFORCEMENT TRAINING
PROJECT BUDGET AND PERFORMANCE STATEMENT**

REGIONAL LAW ENFORCEMENT TRAINING GOALS STATEMENT

The goal of the Regional Law Enforcement Training program is to provide quality law enforcement training throughout the region.

OBJECTIVE

To provide comprehensive law enforcement training activities for current and potential peace officers, dispatchers, jailers and other law enforcement individuals throughout the region.

PRIMARY WORK TASKS

- 1 Develop, distribute and release Request for Proposal (RFP); select provider.
- 2 Provide basic, advanced, and specialized training for officers/potential officers.
- 3 Attend provider meetings to receive updates on training provided.
- 4 Monitor provider annually for effectiveness.
- 5 Visit regularly with law enforcement departments to determine training needs.
- 6 Complete required CJD reports.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Distribute RFP to at least one training institution within or contiguous with the region, in conjunction with the grant period.
- 2 Conduct at least two basic peace officer courses, one jailer course, and specialized / advanced courses as needed. Offer at least one telecommunications / dispatcher course.
- 3 Attend at least one meeting of provider annually for information and contractual purposes.
- 4 Monitor the designated law enforcement training academy by performing at least one site visit and/or phone monitoring visit.
- 5 Provide five technical assistance contacts/responses to agencies in the 9-county region that are requesting or planning to host a specific training.
- 6 Complete two reports required by CJD through the e-Grants website.

HUMAN RESOURCE REQUIREMENT

0.40 Full Time Equivalent

**CRIMINAL JUSTICE
PURCHASE OF JUVENILE SERVICES
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Office of the Governor, Criminal Justice Division	\$ 35,519
Anticipated Revenue	\$ 35,519
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 9,850
Admin	\$ 143
Operating Expense	\$ 993
Direct Services	\$ 275
Contract Services	\$ 22,360
Indirect	\$ 1,899
Anticipated Expenditures	\$ 35,519

**CRIMINAL JUSTICE
PURCHASE OF JUVENILE SERVICES
PROJECT BUDGET AND PERFORMANCE STATEMENT**

PURCHASE OF JUVENILE SERVICES GOALS STATEMENT

The goal of the Juvenile Justice Services program is to assist the county juvenile probation departments by providing funds for juvenile mental health services throughout the region.

PRIMARY WORK TASKS

- 1 Develop contract with counties.
- 2 Conduct annual meeting of juvenile probation officers.
- 3 Conduct site visits to probation departments to determine program effectiveness.
- 4 Reimburse eligible expenses per contracts.
- 5 Complete required CJD reports.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Develop one contract with each of the ATCOG counties holding primary interest/jurisdiction of the juvenile services.
- 2 Conduct at least one visit with each county probation department, by phone, email, or in-person, to assess needs and discuss expectations of given contract.
- 3 Conduct at least one monitoring site visit and/or phone visit with each of the contracted county juvenile probation departments.
- 4 Complete one or more reimbursements for each contracted county juvenile probation department that requests funds, based on their eligibility of services.
- 5 Complete two reports required by CJD through the eGrants website.

HUMAN RESOURCE REQUIREMENT

0.125 Full Time Equivalent

9-1-1 / GIS
TOTAL PROGRAM BUDGET AND PERFORMANCE STATEMENT

ANTICIPATED REVENUES BY SOURCE

2021

Commission on State Emergency Communications	\$ 1,981,760
Total Anticipated Revenue	\$ 1,981,760

EXPENDITURE BUDGET

Personnel	\$ 499,140
Admin	\$ 44,949
Operating Expense	\$ 94,615
Direct Services	\$ 240,738
Contract Services	\$ 1,006,109
Indirect	\$ 96,209
Total Anticipated Expenditures	\$ 1,981,760

9-1-1 / GIS
TOTAL PROGRAM BUDGET AND PERFORMANCE STATEMENT

9-1-1 PROGRAM GOALS STATEMENT

The goal of the 9-1-1 program is to protect and enhance public safety and health through fiscally responsible administration of NextGen 9-1-1 systems, network and equipment; regional mapping services; distribution and dissemination of public education information and materials to public, public officials and PSAP personnel; telecommunicator training; and maintenance of the emergency communication's regional Geographic Information System and the Automatic Number and Location Information databases for the region.

OBJECTIVE

To provide and maintain robust call-delivery network and equipment for effective 9-1-1 emergency communications for the citizens of the region.

PRIMARY WORK TASKS

- 1 Report financial and performance information to CSEC quarterly.
- 2 Provide public education to the community.
- 3 Provide training for telecommunicators.
- 4 Develop and amend Strategic Plan as required.
- 5 Monitor PSAPs for proper technical operations.
- 6 Provide PSAPs and emergency response agencies with maps.
- 7 Maintain 9-1-1/GIS databases.
- 8 Provide, test & maintain 9-1-1 equipment.
- 9 Provide, test & maintain a 9-1-1 network.

PRINCIPLE PERFORMANCE MEASURES

- 1 Provide four quarterly financial and performance reports to CSEC.
- 2 Distribute public education items to entities within each of the nine counties upon request.
- 3 Provide a minimum of two call taker trainings.
- 4 Submission of one strategic plan as required by set deadline.
- 5 Conduct at least thirteen monitoring visits.
- 6 Provide map updates to PSAP and emergency response agencies in nine counties.
- 7 Maintain 9-1-1/GIS databases to within state guidelines.
- 8 Test and maintain 9-1-1 equipment at thirteen PSAPs.
- 9 Test and maintain 9-1-1 network at thirteen PSAPs.

HUMAN RESOURCE REQUIREMENT

8.30 Full Time Equivalent

**TRANSPORTATION
TOTAL PROGRAM BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

Texas Department of Transportation (TxDOT)	\$ 1,459,438
Federal Transportation Administration (FTA)	\$ 5,306,908
Local Funds	\$ 217,237
Program Income	\$ -
In-Kind	\$ -
Transportation Development Credits (TDCs)	\$ 52,500
Contract Income	\$ 120,210
Total Anticipated Revenue	\$ 7,156,293

EXPENDITURE BUDGET

Personnel	\$ 1,778,310
Admin	\$ 140,702
Operating Expense	\$ 285,669
Direct Services	\$ 497,732
Capital/Contract Services	\$ 4,133,312
Indirect	\$ 320,570
Total Anticipated Expenditures	\$ 7,156,294

**TRANSPORTATION
5311 - RURAL TRANSIT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

TxDOT	\$ 782,015
Federal Funds	\$ 1,274,756
Local Funds	\$ 142,237
Program Income	\$ -
In-Kind	\$ -
Transportation Development Credits	\$ 52,500
Anticipated Revenue	\$ 2,251,508

EXPENDITURE BUDGET

Personnel	\$ 1,543,484
Admin	\$ 140,702
Operating Expense	\$ 35,059
Direct Services	\$ 50,520
Contract Services	\$ 184,237
Indirect	\$ 297,507
Anticipated Expenditures	\$ 2,251,508

**TRANSPORTATION
5311 - RURAL TRANSIT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

Goals Statement

The goal of the Public Transportation for Non-Urbanized Areas, Sections 5311, 5310, Inter-City Bus, Planning and Aging, is to provide rural public transportation to the ambulatory, as well as those needing ADA care, and to develop and implement the updated ATCOG Regional Transportation Coordination Plan for the nine Texas counties in the ATCOG service area, including the Texarkana Urbanized Area where ATCOG TRAX is assisting the urban area transit district by providing paratransit services.

OBJECTIVE

Provide transportation to the general public and coordinate with other agencies and programs to provide transportation for their clients. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.

PRIMARY WORK TASKS

- 1 Provide rural public transportation in the none-county area.
- 2 Provide transportation to people age 60+, the general public and disabled persons.
- 3 Coordinate rural program with Texarkana Urban Transportation (TUTD) System.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Provide 150,000 passenger trips annually.
- 2 Coordinate with Area Agency on Aging, various educational institutions, workforce centers and other health & human service agencies.
- 3 Attend TUTD meetings and provide information on rural programs to maximize coordination.

HUMAN RESOURCE REQUIREMENT

43.00 Full Time Equivalent

**TRANSPORTATION
5311 - RURAL TRANSIT - CARES
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

Federal Funds \$ 3,443,397

Anticipated Revenue \$ 3,443,397

EXPENDITURE BUDGET

Personnel \$ -

Admin \$ -

Operating Expense \$ 240,000

Direct Services \$ 360,000

Contract Services \$ 2,843,397

Indirect \$ -

Anticipated Expenditures \$ 3,443,397

**TRANSPORTATION
5311 - RURAL TRANSIT - CARES
PROJECT BUDGET AND PERFORMANCE STATEMENT**

SECTIONS 5310, 5311, INTER-CITY BUS (5311F) PLANNING AND AGING TRANSPORTATION GOALS STATEMENT

The goal of the Public Transportation for Non-Urbanized Areas, Sections 5311, 5310, Inter-City Bus, Planning and Aging, is to provide rural public transportation to the ambulatory, as well as those needing ADA care, and to develop and implement the updated ATCOG Regional Transportation Coordination Plan for the nine Texas counties in the ATCOG service area, including the Texarkana Urbanized Area where ATCOG TRAX is assisting the urban area transit district by providing paratransit services.

OBJECTIVE

Provide transportation to the general public and coordinate with other agencies and programs to provide transportation for their clients. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.

PRIMARY WORK TASKS

- 1 Provide rural public transportation in the none-county area.
- 2 Provide transportation to people age 60+, the general public and disabled persons.
- 3 Coordinate rural program with Texarkana Urban Transportation (TUTD) System.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Provide 150,000 passenger trips annually.
- 2 Coordinate with Area Agency on Aging, various educational institutions, workforce centers and other health & human service agencies.
- 3 Attend TUTD meetings and provide information on rural programs to maximize coordination.

HUMAN RESOURCE REQUIREMENT

0.00 Full Time Equivalent

**TRANSPORTATION
5310
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

TxDOT	\$ -
Federal Funds	\$ 261,084
Local Funds	\$ 75,000
Program Income	\$ -
In-Kind	\$ -
Transportation Development Credits	\$ -
Anticipated Revenue	\$ 336,084

EXPENDITURE BUDGET

Personnel	\$ 115,174
Admin	\$ -
Operating Expense	\$ 4,298
Direct Services	\$ 87,212
Contract Services	\$ 129,400
Indirect	\$ -
Anticipated Expenditures	\$ 336,084

**TRANSPORTATION
5310
PROJECT BUDGET AND PERFORMANCE STATEMENT**

SECTIONS 5310, 5311, INTER-CITY BUS (5311F) PLANNING AND AGING TRANSPORTATION GOALS STATEMENT

The goal of the Public Transportation for Non-Urbanized Areas, Sections 5311, 5310, Inter-City Bus, Planning and Aging, is to provide rural public transportation to the ambulatory, as well as those needing ADA care, and to develop and implement the updated ATCOG Regional Transportation Coordination Plan for the nine Texas counties in the ATCOG service area, including the Texarkana Urbanized Area where ATCOG TRAX is assisting the urban area transit district by providing paratransit services.

OBJECTIVE

Provide transportation to the general public and coordinate with other agencies and programs to provide transportation for their clients. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.

PRIMARY WORK TASKS

- 1 Provide rural public transportation in the none-county area.
- 2 Provide transportation to people age 60+, the general public and disabled persons.
- 3 Coordinate rural program with Texarkana Urban Transportation (TUTD) System.
- 4 Implement the ATCOG 5-Year Regional Transportation Coordination Plan.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Provide 150,000 passenger trips annually.
- 2 Coordinate with Area Agency on Aging, various educational institutions, workforce centers and other health & human service agencies.
- 3 Attend TUTD meetings and provide information on rural programs to maximize coordination.

HUMAN RESOURCE REQUIREMENT

0.00 Full Time Equivalent

**TRANSPORTATION
5 Year Plan
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

Federal Funds	\$ 70,000
Contracts	\$ -
Anticipated Revenue	\$ 70,000

EXPENDITURE BUDGET

Personnel	\$ 18,867
Admin	\$ -
Operating Expense	\$ 6,312
Direct Services	\$ -
Contract Services	\$ 41,184
Indirect	\$ 3,637
Anticipated Expenditures	\$ 70,000

**TRANSPORTATION
5 Year Plan
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

PRIMARY WORK TASKS

- 1
- 2
- 3
- 4

PRINCIPLE PERFORMANCE MEASURES

- 1
- 2
- 3
- 5

HUMAN RESOURCE REQUIREMENT

0.00 Full Time Equivalent

**TRANSPORTATION
CRSA
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Federal Funds	\$ 257,671
Contracts	\$ -
Anticipated Revenue	\$ 257,671
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ -
Admin	\$ -
Operating Expense	\$ -
Direct Services	\$ -
Contract Services	\$ 257,671
Indirect	\$ -
Anticipated Expenditures	\$ 257,671

**TRANSPORTATION
CRSA
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

PRIMARY WORK TASKS

- 1
- 2
- 3
- 4

PRINCIPLE PERFORMANCE MEASURES

- 1
- 2
- 3
- 5

HUMAN RESOURCE REQUIREMENT

0.00 Full Time Equivalent

**TRANSPORTATION
STATE RURAL
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

Federal Funds	\$ 677,423
Contracts	\$ -
Anticipated Revenue	\$ 677,423

EXPENDITURE BUDGET

Personnel	\$ -
Admin	\$ -
Operating Expense	\$ -
Direct Services	\$ -
Contract Services	\$ 677,423
Indirect	\$ -
Anticipated Expenditures	\$ 677,423

**TRANSPORTATION
5 Year Plan
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

PRIMARY WORK TASKS

- 1
- 2
- 3
- 4

PRINCIPLE PERFORMANCE MEASURES

- 1
- 2

- 3

- 5

HUMAN RESOURCE REQUIREMENT

0.00 Full Time Equivalent

**TRANSPORTATION
T-LINE ADMINISTRATION & MANAGEMENT CONTRACT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Federal Funds	\$ -
Contracts	\$ 120,210
Anticipated Revenue	\$ 120,210
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 100,784
Admin	\$ -
Operating Expense	\$ -
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 19,426
Anticipated Expenditures	\$ 120,210

**TRANSPORTATION
T-LINE ADMINISTRATION & MANAGEMENT CONTRACT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

Provide transportation to the general public and coordinate with other agencies and programs to provide transportation for their clients. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.

PRIMARY WORK TASKS

- 1 Provide rural public transportation in the none-county area.
- 2 Provide transportation to people age 60+, the general public and disabled persons.
- 3 Coordinate rural program with Texarkana Urban Transportation (TUTD) System.
- 4 Implement the ATCOG 5-Year Regional Transportation Coordination Plan.
- 5 Continue operations of a full-service Regional Maintenance Facility and Transfer Facility in Mt. Pleasant for the 5310 and 5311 vehicle fleet.
- 6 Attend required local and state meetings.
- 7 Promote training and staff development programs for all personnel.
- 8 Diversify funding sources for more program flexibility and stability.

PRINCIPLE PERFORMANCE MEASURES

- 1 Provide 150,000 passenger trips annually.
- 2 Coordinate with Area Agency on Aging, various educational institutions, workforce centers and other health & human service agencies.
- 3 Attend TUTD meetings and provide information on rural programs to maximize coordination.
- 5 Conduct Stakeholder meetings throughout the service area; identify projects to implement the plan.
- 6 Assess fleet for salvage and institute pro-active fleet management to ensure longevity of vehicles utilizing RTAP funding for development and implementation of a Fleet Maintenance Plan.
- 7 Attend semi-annual TxDOT and ArDOT meetings.
- 8 Continue to develop and implement programs and timing of required certifications.
- 9 Expand advertising/sponsorship program throughout all nine counties. Identify private foundation grant opportunities and apply for same.

HUMAN RESOURCE REQUIREMENT

0.00 Full Time Equivalent

**ENVIRONMENTAL
TOTAL PROGRAM BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

Texas Commission on Environmental Quality (TCEQ)	\$ 128,475
Texas Water Development Board (TWDB)	\$ 5,020,000

Total Anticipated Revenue	\$ 5,148,475
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EXPENDITURE BUDGET

Personnel	\$ 87,061
Admin	\$ 8,137
Operating Expense	\$ 13,112
Direct Services	\$ 8,699
Contract Services	\$ 5,014,685
Indirect	\$ 16,781

Total Anticipated Expenditures	\$ 5,148,475
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**ENVIRONMENTAL
SOLID WAST MANAGEMENT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Texas Commission on Environmental Quality (TCEQ)	\$ 115,000
Anticipated Revenue	\$ 115,000
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 73,242
Admin	\$ 6,815
Operating Expense	\$ 4,368
Direct Services	\$ 3,757
Contract Services	\$ 5,000,000
Indirect	\$ 14,117
Anticipated Expenditures	\$ 5,102,300

**ENVIRONMENTAL
SOLID WASTE MANAGEMENT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

ENVIRONMENTAL PROGRAM GOALS STATEMENT

The goal of the Environmental Programs is to reduce illegal dumping, increase recycling and help facilitate source reduction throughout the ATCOG region, therefore reducing the annual quantity of waste discarded, to assess water quality in the Sulphur River Basin and Cypress Creek Basin and assist in identifying management programs to maintain and enhance the water quality, and to conduct environmental assessments to determine the impact of water system improvement projects. Additional goals are to identify potential petroleum and hazardous substance properties, develop cleanup plans for redevelopment, facilitate the distribution of solid waste grant funds, and to coordinate solid waste planning efforts to improve the region's solid waste management systems.

SOLID WASTE OBJECTIVE

To provide staff support to facilitate the fair and orderly distribution of Texas Commission on Environmental Quality (TCEQ) solid waste grant funds and to coordinate local/regional solid waste planning efforts to improve the region's solid waste management systems.

PRIMARY WORK TASKS

- 1 Serve as staff support to the ATCOG Regional Solid Waste Advisory Committee (SWAC).
- 2 Maintain the 20 year Regional Solid Waste Management Plan and submit to TCEQ in 2022 for review and approval.
- 3 Compile and submit all required reports to the TCEQ, including semi-annual reports, results reports and follow-up results reports, which document the activities being conducted with solid waste grant funds.
- 4 Serve as a point of contact for the ATCOG region by providing information and resources to the public relating to solid waste management.
- 5 Administer the Illegal Dumping Surveillance Camera Loan Program.

PRINCIPLE PERFORMANCE MEASURES

- 1 Coordination and staffing of two Solid Waste Advisory Committee meetings.
- 2 Review the 20 year Regional Solid Waste Management Plan once a year for updates and submit to TCEQ by deadline.
- 3 Submission of the progress reports to TCEQ, which include, semi-annual reports, results reports and follow-up results reports.
- 4 Provide information on ATCOG's website and update as needed or at least once per year.
- 5 Execute or renew quarterly surveillance camera loan agreements with borrowers.

HUMAN RESOURCE REQUIREMENT

0.89 Full Time Equivalent

**ENVIRONMENTAL
WATER QUALITY
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Texas Commission on Environmental Quality (TCEQ)	\$ 13,475
Anticipated Revenue	\$ 13,475
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 5,527
Admin	\$ 522
Operating Expense	\$ 4,376
Direct Services	\$ -
Contract Services	\$ 1,985
Indirect	\$ 1,065
Anticipated Expenditures	\$ 13,475

**ENVIRONMENTAL
WATER QUALITY
PROJECT BUDGET AND PERFORMANCE STATEMENT**

WATER QUALITY PROGRAM OBJECTIVE

Assess water quality in the Sulphur River Basin and Cypress Creek Basin and assist in identifying management programs to maintain and enhance water quality.

PRIMARY WORK TASKS

- 1 Analyze basin water quality in both basins.
- 2 Conduct monitoring in priority areas to assess potential areas of water quality impairment.
- 3 Coordinate monitoring meetings for all entities monitoring in the Sulphur River Basin who presently, or potentially could, come under the Quality Assurance Project Plan for the Basin.
- 4 Integrate new data, land use information, and information on events that may affect water quality to prepare a more comprehensive evaluation of factors affecting water quality in the Basin.
- 5 Review and/or assist state RLF project applicants and TCEQ in resolution of conflicts between proposed project data and approved ATCOG Water Quality Management Plan.
- 6 Assist TCEQ in Water Quality Management Plan updates.
- 7 Contact entities and encourage participation in meetings for water quality strategy.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Recommend additional monitoring or management programs based on current analysis of water quality within both basins annually.
- 2 Conduct monitoring meetings annually.
- 3 Conduct monitoring meetings annually.
- 4 Complete summaries, maps, and tables annually.
- 5 Number of applicants assisted and number of conflicts resolved.
- 6 Two plan updates completed & submitted to TCEQ.
- 7 At least four entities contacted.

HUMAN RESOURCE REQUIREMENT

0.07 Full Time Equivalent

**ENVIRONMENTAL PROGRAM
 REGION 2 LOWER RED-SULPHUR-CYPRESS FLOOD PLANNING GROUP
 PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
TWDB	\$ 520,000
Anticipated Revenue	\$ 520,000
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 8,292
Admin	\$ 800
Operating Expense	\$ 4,368
Direct Services	\$ 4,942
Contract Services	\$ 500,000
Indirect	\$ 1,598
Anticipated Expenditures	\$ 520,000

**ENVIRONMENTAL PROGRAM
REGION 2 LOWER RED-SULPHUR-CYPRESS FLOOD PLANNING GROUP
PROJECT BUDGET AND PERFORMANCE STATEMENT**

RFPG PROGRAM OBJECTIVE

Administer the flood planning process of the Region 2 Lower Red-Sulphur-Cypress Flood Planning Group and manage grant funds from the Texas Water Development Board (TWDB) for the development of a regional flood plan on behalf of the planning group.

PRIMARY WORK TASKS

- 1 Administer the Regional Flood Planning Grant contract with the TWDB, including invoicing and payment for eligible activities.
- 2 Organize the RFPG meeting locations, public notices, agendas, meeting presentations, handouts, meeting minutes and new member solicitations.
- 3 Maintain RFPG member contact information.
- 4 Coordinate with contractor to provide a draft regional flood plan.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Provide invoices and payments for services monthly.
- 2 Provide meetings monthly.
- 3 Update RFPG member contact information as needed and at least once annually.
- 4 Provide a draft flood plan to the Texas Water Development Board by August 1, 2022.

0.1 Full Time Equivalent

**HOMELAND SECURITY
TOTAL PROGRAM BUDGET AND PERFORMANCE STATEMENT**

ANTICIPATED REVENUES BY SOURCE

2022

Texas Office of the Governor	\$ 702,442
Total Anticipated Revenue	\$ 702,442

EXPENDITURE BUDGET

Personnel	\$ 74,482
Admin	\$ 2,906
Operating	\$ 21,139
Direct	\$ 19,377
Contract	\$ 570,182
Indirect	\$ 14,356
Total Anticipated Expenditures	\$ 702,442

**HOMELAND SECURITY
PLANNING GRANT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Texas Office of the Governor	\$ 253,166
Anticipated Revenue	\$ 253,166
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 51,721
Admin	\$ 2,049
Operating	\$ 16,801
Direct	\$ 19,377
Contract	\$ 153,249
Indirect	\$ 9,969
Anticipated Expenditures	\$ 253,166

**HOMELAND SECURITY
PLANNING GRANT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

HOMELAND SECURITY PROGRAM GOALS STATEMENT

The goal of the Homeland Security Program is to continue professional staff activities in regard to updating and implementing Texas’s Strategy for Homeland Security and regional homeland security strategies and plans; coordinate the use of the funding to jurisdictions for regional and local equipment purchases; coordinate equipment deployments with other aspects of regional strategies for first responder preparedness; training and exercises; assist local grantees with implementing state, regional and local strategies; assist the state as requested; and complete tasks as required by the contract.

OBJECTIVE

Continue the expanded planning effort begun under the State Homeland Security Planning Grant.

PRIMARY WORK TASKS

- 1 Facilitate the development of the regional homeland security implementation plan and state preparedness report. Facilitate the development of the regional homeland security implementation plan and state preparedness report.
- 2 Aid local jurisdictions in meeting training requirements.
- 3 Aid local jurisdictions in meeting grant eligibility requirements.
- 4 Facilitate the scheduling of local/regional exercises.
- 5 Program reporting to the Office of the Governor.

PRINCIPLE PERFORMANCE MEASURES

- 1 Submission of the ATCOG homeland security strategy implementation plan and state preparedness report to Office of the Governor Homeland Security Grants Division by the set deadline.
- 2 Provision of one in-region training opportunity.
- 3 Provision of one staff member to monitor and assist with the eligibility of jurisdictions.
- 4 Successful conduct one local/regional homeland security exercise.
- 5 Submission of 2 bi-annual progress reports by the set deadline.

HUMAN RESOURCE REQUIREMENT

0.74 Full Time Equivalent

**HOMELAND SECURITY
 INTERLOCAL CONTRACT AGREEMENT
 PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Texas Office of the Governor	\$ 23,500
Anticipated Revenue	\$ 23,500
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 18,555
Admin	\$ 699
Operating	\$ 670
Direct	\$ -
Contract	\$ -
Indirect	\$ 3,576
Anticipated Expenditures	\$ 23,500

**HOMELAND SECURITY
INTERLOCAL CONTRACT AGREEMENT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

HOMELAND SECURITY PROGRAM GOALS STATEMENT

The goal of the Homeland Security Program is to continue professional staff activities in regard to updating and implementing Texas’s Strategy for Homeland Security and regional homeland security strategies and plans; coordinate the use of the funding to jurisdictions for regional and local equipment purchases; coordinate equipment deployments with other aspects of regional strategies for first responder preparedness; training and exercises; assist local grantees with implementing state, regional and local strategies; assist the state as requested; and complete tasks as required by the contract.

OBJECTIVE

Complete the tasks as outlined in the Office of the Governor Interlocal Cooperation Agreement.

PRIMARY WORK TASKS

- 1 Maintain the ATCOG Homeland Security Advisory Committee (HSAC).
- 2 Facilitate the distribution of homeland security program funding.
- 3 Coordinate regional homeland security efforts with the Office of the Governor Homeland Security Grants Division.
- 4 Notify entities within ATCOG region of available HSGD funding.
- 5 Program reporting to the Office of the Governor.
- 6 Provide assistance to potential applicants for funding opportunities.
- 7 Establish a regional risk-informed methodology and allocation process.

PRINCIPLE PERFORMANCE MEASURES

- 1 Provision of staff support for four HSAC meetings.
- 2 Distribute region’s homeland security funding in the amount of \$133,842 to projects in the region.
- 3 Participate in 9 OOG conference calls.
- 4 Update the notification list annually and distribute funding opportunities by the set deadline. Submission of the notification list to the OOG by the set deadline.
- 5 Submission of 2 bi-annual progress reports, and 4 quarterly reports to the Office of the
- 6 Provide technical assistance to potential applicants.
- 7 Submission of risk-informed methodology to the Office of the Governor by set deadline.

HUMAN RESOURCE REQUIREMENT

0.27 Full Time Equivalent

**HOMELAND SECURITY
STATEWIDE EMERGENCY RADIO INFRASTRUCTURE GRANT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Texas Office of the Governor	\$ 425,776
Anticipated Revenue	\$ 425,776
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 4,206
Admin	\$ 158
Operating	\$ 3,668
Direct	\$ -
Contract	\$ 416,933
Indirect	\$ 811
Anticipated Expenditures	\$ 425,776

**HOMELAND SECURITY
STATEWIDE EMERGENCY RADIO INFRASTRUCTURE GRANT
PROJECT BUDGET AND PERFORMANCE STATEMENT**

HOMELAND SECURITY PROGRAM GOALS STATEMENT

The goal of the Statewide Emergency Radio Infrastructure grant is to support state and regional efforts to improve or sustain interoperable emergency radio infrastructure.

OBJECTIVE

Procure radio infrastructure equipment for Franklin, Lamar, and Red River Counties to improve communications.

PRIMARY WORK TASKS

- 1 Procure vendors to complete communication infrastructure projects.
- 2 Ensure installation of equipment is completed and system is operational through monitoring visits.
- 3 Complete and submit financial and programmatic reports to the Office of the Governor.

PRINCIPLE PERFORMANCE MEASURES

- 1 Complete procurement process for one county, which is Red River County.
- 2 Complete two monitoring visits in Franklin and Lamar Counties.
- 3 Complete and submit four financial and programmatic reports by the deadline.

HUMAN RESOURCE REQUIREMENT

0.06 Full Time Equivalent

**REGIONAL DEVELOPMENT
TOTAL PROGRAM BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Economic Development Administration	\$ 270,000
Grant Administration	\$ 150,979
Texas Dept of Ag	\$ 10,991
NETEDD Dues	\$ 2,310
Total Anticipated Revenue	\$ 434,280
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 252,354
Admin	\$ 11,383
Operating Expense	\$ 49,292
Direct Services	\$ -
Contract Services	\$ 85,000
Indirect	\$ 36,251
Total Anticipated Expenditures	\$ 434,280

**REGIONAL DEVELOPMENT
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT (NETEDD) ADMINISTRATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Economic Development Administration	\$ 70,000
NETEDD Dues	\$ 2,310
Anticipated Revenue	\$ 72,310
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 52,532
Admin	\$ 4,362
Operating Expense	\$ 8,338
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 7,078
Anticipated Expenditures	\$ 72,310

**REGIONAL DEVELOPMENT
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT (NETEDD) ADMINISTRATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

NETEDD GOAL STATEMENT

The goal of the North East Texas Economic Development District (NETEDD) is to promote economic and community development and opportunity, foster effective infrastructure systems including transportation and broadband systems, develop an agricultural food hub to benefit producers and provide healthy food alternatives to residents, provide training opportunities to small businesses, write and administer economic and community development grants, write and administer hazard mitigation grants and balance resources through sound management throughout the 9 county NETEDD area and/or 30 county NETEDD RLF area.

OBJECTIVE

To plan, establish and maintain a Comprehensive Economic Development Strategy (CEDS) (5-year term) with measurable regional goals. Pursue activities to support and implement the CEDS goals. Coordinate economic development planning with other economic development entities.

PRIMARY WORK TASKS

- 1 Work with state and federal agencies and regional economic development entities for economic development planning.
- 2 Monitor and report potential major economic disruptions in the economic condition of the district.
- 3 Write and administer EDA Grants to increase quality jobs in the district.
- 4 Utilize the NETEDD Revolving Loan Fund (RLF) and other RLFs to promote economic development within the district.
- 5 Work with other economic development entities.
- 6 Prepare required annual performance reports to the EDA.

PRINCIPLE PERFORMANCE MEASURES

- 1 Utilize NETEDD Board to establish goals, guidelines, and priorities for the department and hold regular meetings.
- 2 Participate in and implement regional initiatives including transportation, agriculture, broadband, and other projects.
- 3 Seek and develop relationships with agencies, schools, economic development organizations, elected officials, businesses, and individuals with common goals.
- 4 Write two EDA grants for entities within the district.
- 5 Incorporate other regionally owned plans into the CEDS for economic collaboration.
- 6 Submit annual performance report and CEDS update to the EDA.

HUMAN RESOURCE REQUIREMENT

0.48 Full Time Equivalent

**REGIONAL DEVELOPMENT
NETEDD PUBLIC WORKS - CARES
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Economic Development Administration	\$ 200,000
Anticipated Revenue	\$ 200,000
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 86,794
Admin	\$ 2,615
Operating Expense	\$ 8,861
Direct Services	\$ -
Contract Services	\$ 85,000
Indirect	\$ 16,730
Anticipated Expenditures	\$ 200,000

**REGIONAL DEVELOPMENT
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT (NETEDD) ADMINISTRATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

NETEDD GOAL STATEMENT

The goal of the North East Texas Economic Development District (NETEDD) is to promote economic and community development and opportunity, foster effective infrastructure systems including transportation and broadband systems, develop an agricultural food hub to benefit producers and provide healthy food alternatives to residents, provide training opportunities to small businesses, write and administer economic and community development grants, write and administer hazard mitigation grants and balance resources through sound management throughout the 9 county NETEDD area and/or 30 county NETEDD RLF area.

OBJECTIVE

To plan, establish and maintain a Comprehensive Economic Development Strategy (CEDS) (5-year term) with measurable regional goals. Pursue activities to support and implement the CEDS goals. Coordinate economic development planning with other economic development entities.

PRIMARY WORK TASKS

- 1 Work with state and federal agencies and regional economic development entities for economic development planning.
- 2 Monitor and report potential major economic disruptions in the economic condition of the district.
- 3 Write and administer EDA Grants to increase quality jobs in the district.
- 4 Utilize the NETEDD Revolving Loan Fund (RLF) and other RLFs to promote economic development within the district.
- 5 Work with other economic development entities.
- 6 Prepare required annual performance reports to the EDA.

PRINCIPLE PERFORMANCE MEASURES

- 1 Utilize NETEDD Board to establish goals, guidelines, and priorities for the department and hold regular meetings.
- 2 Participate in and implement regional initiatives including transportation, agriculture, broadband, and other projects.
- 3 Seek and develop relationships with agencies, schools, economic development organizations, elected officials, businesses, and individuals with common goals.
- 4 Write two EDA grants for entities within the district.
- 5 Incorporate other regionally owned plans into the CEDS for economic collaboration.
- 6 Submit annual performance report and CEDS update to the EDA.

HUMAN RESOURCE REQUIREMENT

- 1.65 Full Time Equivalent

**REGIONAL DEVELOPMENT
GRANT ADMINISTRATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Contracts	\$ 125,979
Anticipated Revenue	\$ 125,979

EXPENDITURE BUDGET

Personnel	\$ 91,199
Admin	\$ 3,748
Operating Expense	\$ 22,796
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 8,236
Anticipated Expenditures	\$ 125,979

OBJECTIVE

Provide staff support to prepare grants to federal and/or state agencies and administer special project grants for regional entities and to provide agency wide support for public communications.

PRIMARY WORK TASKS

- 1 Administer Texas Community Development Block Grant (TxCDBG) and Economic Development Administration (EDA) Grants.
- 2 Prepare and/or review applications and/or grants to federal and/or state agencies.
- 3 Provide research & strategic planning for ATCOG region.
- 4 Provide communication avenues between all member entities and the public.

PRINCIPLE PERFORMANCE MEASURES

- 1 Perform all administrative duties to ensure the TxCDBG and EDA grants are in compliance.
- 2 Preparation and completion of 8 RFP for TxCDBG administrative services.
- 3 Completion of quarterly reports for programs as required.
- 4 Completion of Semi & Annual Reports for programs as required.
- 5 Update and distribute brochures for ATCOG program areas along with posting in social media outlets any information releases.
- 6 Re-Certify all staff in Regional/Economic Development Department TxCDBG

HUMAN RESOURCE REQUIREMENT

**REGIONAL TECHNICAL ASSISTANCE GRANT
COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Texas Dept. of Agriculture	\$ 10,991
Anticipated Revenue	\$ 10,991
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 8,374
Admin	\$ 252
Operating Expense	\$ 750
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 1,614
Anticipated Expenditures	\$ 10,991

**REGIONAL TECHNICAL ASSISTANCE GRANT
COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE
PROJECT BUDGET AND PERFORMANCE STATEMENT**

REGIONAL TECHNICAL ASSISTANCE GRANT GOAL STATEMENT

The goal of the Regional Technical Assistance Grant is to provide staff to manage and administer regional special grant projects for ATCOG and prepare grants to federal and/or state agencies.

OBJECTIVE

Provide technical assistance services not related to a specific CDBG program contract within the region.

PRIMARY WORK TASKS

- 1 Distribute Texas Department of Agriculture (TDA) program information.
- 2 Provide general technical assistance as related to non-project specific community and economic development program areas.
- 3 Continually review and be familiar with the TxCDBG Implementation Manual and the TDA website, particularly as it pertains to the TxCDBG and community and economic development.
- 4 Participate in implementation manual training.
- 5 Check TDA website and review for program information.
- 6 Provide information on Section 3 Opportunities
- 7 Host or Invite Officials to & local media to observe TxCDBG Fair Housing Projects

PRINCIPLE PERFORMANCE MEASURES

- 1 Provide updated information about TDA programs at monthly ATCOG Board meetings.
- 2 Provide information about TDA programs in Development Newsletters
- 3 Prepare information for 10 non-project specific community and economic development program areas.
- 4 Attend one Implementation Manual Training.
- 5 Check TDA website regularly and review for program information.
- 6 Provide a link for residents and businesses to register for Section 3 employment and contracting opportunities.
- 7 Send out a short video to elected officials and local media to observe TxCDBG funded projects that have made a positive impact on the community

HUMAN RESOURCE REQUIREMENT

- 0.1 Full Time Equivalent

**REGIONAL DEVELOPMENT
HAZARD MITIGATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Contracts	\$ 25,000
Anticipated Revenue	\$ 25,000
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ 13,455
Admin	\$ 405
Operating Expense	\$ 8,547
Direct Services	\$ -
Contract Services	\$ -
Indirect	\$ 2,593
Anticipated Expenditures	\$ 25,000

**REGIONAL DEVELOPMENT
HAZARD MITIGATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

OBJECTIVE

Complete preparation of 5-year updates of Hazard Mitigation Plans under contract with specific cities and counties.

PRIMARY WORK TASKS

- 1 Work with local city and county officials and representatives during plan preparation.
- 2 Gather local data for each plan.
- 3 Prepare hazard mitigation plans.
- 4 Obtain approval from TDEM and FEMA, and resolutions of acceptance from individual communities.
- 5 Submit quarterly reports to Texas Department of Emergency Management (as req.).

PRINCIPLE PERFORMANCE MEASURES

- 1 Serve as facilitator at five public meetings for localities and contact local officials for participation.
- 2 Contact local representatives, utilize computer data, and contact professionals for specific data plans.
- 3 Compile data, format, and complete Red River plan in an acceptable format.
- 4 Submit plans to TDEM for review and updates and FEMA submission.
- 5 Submit approved plan to each community.

HUMAN RESOURCE REQUIREMENT

0.20 Full Time Equivalent

SPECIAL PROJECTS
TOTAL PROGRAM BUDGET AND PERFORMANCE STATEMENT

ANTICIPATED REVENUES BY SOURCE

2022

Federal Funds - EDA	\$ 86,823
Program Income	\$ 37,210
Contracts	\$ 1,207,301
ATCOG Unrestricted	\$ 25,000
Total Anticipated Revenue	\$ 1,356,334

EXPENDITURE BUDGET

Personnel	\$ 38,924
Admin	\$ 2,162
Operating Expense	\$ 73,770
Direct Services	\$ 41,142
Contract Services	\$ 1,198,616
Indirect	\$ 1,720
Total Anticipated Expenditures	\$ 1,356,334

**SPECIAL PROJECTS
WEATHERIZATION
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Contracts	\$ 206,000
Anticipated Revenue	\$ 206,000

EXPENDITURE BUDGET

Personnel	\$ 4,187
Admin	\$ 233
Operating Expense	\$ 7,459
Direct Services	\$ 13,314
Contract Services	\$ 180,000
Indirect	\$ 807
Anticipated Expenditures	\$ 206,000

OBJECTIVE

PRIMARY WORK TASKS

- 1 Administer weatherization program contracts with various utility companies.

PRINCIPLE PERFORMANCE MEASURES

- 1 Execute contracts with Frontier Associates, LLC and ATMOS Energy for weatherization program and disburse contractual payments to providers of weatherization services.

HUMAN RESOURCE REQUIREMENT

0.05 Full Time Equivalent

**SPECIAL PROJECTS
LOCAL GOVERNMENT ASSISTANCE
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Contracts (City of Avery)	\$ 1,301
Anticipated Revenue	\$ 1,301
 <u>EXPENDITURE BUDGET</u>	
Personnel	\$ -
Admin	\$ -
Operating Expense	\$ -
Direct Services	\$ 1,301
Contract Services	\$ -
Indirect	\$ -
Anticipated Expenditures	\$ 1,301

OBJECTIVE

Provide staff support to assist the City of Avery under the current Interlocal Agreement.

PRIMARY WORK TASKS

- 1 Process the city's payroll and accounts payable.
- 3 Assist City of Avery with other financial support when requested.

PRINCIPLE PERFORMANCE MEASURES

- 1 Complete and deliver payroll and accounts payable checks.

HUMAN RESOURCE REQUIREMENT

0.00 Full Time Equivalent

**SPECIAL PROJECTS
HEALTHCARE PREMIUM ASSISTANCE
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
Contracts	\$ 1,000,000
Anticipated Revenue	\$ 1,000,000

EXPENDITURE BUDGET

Personnel	\$ 1,254
Admin	\$ 70
Operating Expense	\$ 7,292
Direct Services	\$ 26,527
Contract Services	\$ 964,616
Indirect	\$ 242
Anticipated Expenditures	\$ 1,000,000

OBJECTIVE

Provide staff support to administer the Health Insurance Premium Support Program.

PRIMARY WORK TASKS

- 1 Review and process website applications.
- 2 Monitor for proper utilization of funds
- 3 Work with health insurance companies to provide a list of qualified applicants.

PRINCIPLE PERFORMANCE MEASURES

- 1 Enroll 600 individuals for Premium Support Payments.
- 2 Deliver monthly statements to the funding providers.
- 3 Deliver monthly payments to health insurance companies on behalf of all enrollees.

HUMAN RESOURCE REQUIREMENT

0.02 Full Time Equivalent

**SPECIAL PROJECTS
RED RIVER LEADERSHIP INSTITUTE (RRLI)
PROJECT BUDGET AND PERFORMANCE STATEMENT**

<u>ANTICIPATED REVENUES BY SOURCE</u>	2022
EDA	\$ 86,823
Program Income	\$ 37,210
Anticipated Revenue	\$ 124,033
<u>EXPENDITURE BUDGET</u>	
Personnel	\$ 33,483
Admin	\$ 1,860
Operating Expense	\$ 34,019
Direct Services	\$ -
Contract Services	\$ 54,000
Indirect	\$ 671
Anticipated Expenditures	\$ 124,033

OBJECTIVE

Produce a leadership institute program that will teach the necessary leadership skills to build the regional community that will enhance economic development opportunities for the region.

PRIMARY WORK TASKS

- 1 Lead RRLI Steering Committee meetings to plan the leadership training sessions and program.
- 2 Administer the grant related expenses.
- 3 Recruit participants from the 4-State area.
- 4 Solicit partnerships to invest in the program.

PRINCIPLE PERFORMANCE MEASURES

- 1 Conduct 3 planning meetings.
- 2 Submit financial request for payment on a monthly basis.
- 3 Recruit 25 participants to complete the program.
- 4 Solicit partnerships from each state for a minimum of 4 partners.

HUMAN RESOURCE REQUIREMENT

0.05 Full Time Equivalent

ATCOG Financial Plan - FY 2022
INDIRECT COST RATE CALCULATION

Indirect Cost Pool

COST CNTR #	DESCRIPTION	COST CENTER ALLOCATION	%	COMMENTS
ALLOCATION BY COST CENTER				
17001	Aging	\$ 178,848	17%	
17002	ATRDC - Eco. Dev.	\$ 37,560	4%	
17003	HUD - Section 8	\$ 199,715	19%	
17004	Criminal Justice Dept.	\$ 19,733	2%	
17005	CSEC - 911	\$ 120,214	11%	
17006	Spec. Projects	\$ 2,149	0%	
17007	Regional Transportation Systems	\$ 428,291	40%	
17008	TCEQ - Environmental	\$ 20,968	2%	
17009	Homeland Security	\$ 17,938	2%	
17010	Regional Development	\$ 45,296	4%	
TOTAL INDIRECT COST ALLOCATED		1,070,712	100%	
INDIRECT COST ALLOCATION				
	Total Indirect Cost	1,070,712		> FY '20 Audited Indirect Cost Under (Over) Allocation
	Less: Prior Period Under Allocations	(229,063)		
	Less: Earned Contract Fees			
	Less: Earned Acctng Fees			
	Plus: Current Period Over Allocations			
TOTAL TO BE ALLOCATED		841,649		
ALLOCATION BASE CALCULATION				
	Total Allocated Indirect Cost	841,649		> Allocation Base: Total Net Salary plus Benefits
	Div by: Total Direct Personnel Cost	4,366,524		
ALLOCATION BASE			19.28%	
INDIRECT RATE CALCULATION				
	Total Allocated Indirect Cost	841,649		> Indirect Rate: Based on MTDC 2 CFR § 200.68
	Div by: Modified Total Direct Costs	16,410,021		
INDIRECT RATE			5.13%	less capital expenditures 8,126,430 and pass-thru funds

**ATCOG Financial Plan FY - 2022
EMPLOYEE BENEFIT RATE COMPUTATION**

LINE ITEM CST #	DESCRIPTION	BUDGETED		COMMENTS
		Amount	% Gr Salary	
RELEASE TIME				
0220	Paid Holidays	\$195,458	5.08	14 days. 5 days average estimated. 12 days average > Allows for net changes to release time liability.
0221	Sick Leave	69,806	1.82	
0222	Vacation	165,760	4.31	
0223	Liability Differential	1,000	0.03	
SUB-TOTAL		\$432,024	11.24	
OTHER BENEFITS				
0230	FICA	\$294,164	7.65	> Includes benefits for all staff. > For employees working 30 hours or more. > Includes benefits for all staff. > Includes benefits for all staff. > Includes benefits for all staff. > (Included in Health/Life) > \$3.00 each month of tenure (eligibility beginning on the 37th month).
0231	Health/Life Insurance	643,542	16.74	
0232	Worker's Compensation	90,307	2.35	
0234	Retirement Program	153,811	4.00	
0234	Unemployment Insurance	107,668	2.80	
0235	Disability Insurance		0.00	
0236	Longevity Pay Benefit	17,624	0.46	
SUB-TOTAL		\$1,307,115	33.99	
0212	Plus: Prior Period Under Allocation	191,499	4.98	> FY '20 Audited Under/(Over)-Allocation.
0212	Plus: Current Period Over Allocation		0.00	
SUB-TOTAL		\$1,498,614	38.97	
TOTAL BENEFIT PROGRAM COST		\$1,930,639	50.21	
BASIS FOR ALLOCATION OF BENEFIT COSTS				
	Gross Salaries	\$3,845,282	100.00	
	Less: Release Time	432,024		
CHARGEABLE SALARIES		\$3,413,258		
BENEFIT RATE CALCULATION				
	Employee Benefits	1,930,639		
	Div by: Chargeable Salaries	3,413,258		
BUDGETED BENEFIT RATE			56.6	

Release Time Rate (for calculation):

0.1124

Benefit Rate (for calculation):

0.5656

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:


- (1) All costs included in this proposal dated 10/1/2021 **[identify date indirect cost rate proposal was finalized]** to establish indirect costs rate(s) for 10/1/21-9/30/22 **[identify start/end dates for the fiscal year covered by the indirect cost rate]** are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

- (3) The indirect cost rate calculated within the proposal is 19.28% **[identify rate(s)]**, which was calculated using a direct cost base type of salary & benefits **[identify type of direct cost base – Salary & Fringe, MTDC, etc.]**. The calculations were based on actual costs from fiscal year 2020 to obtain a federal indirect cost billing rate for fiscal year 2022.

- (4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient’s annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: Ark-Tex Council of Governments
Signature: 
Name of Authorized Official: Chris Brown
Title: Executive Director
Email Address and Phone: cbrown@atcog.org 903-832-8636
Date of Execution: 9/30/2021

FY 2022 Membership Dues

MEMBER	2010 POPULATION		FY '22 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
BOWIE COUNTY	92,565			
DeKalb		1,699	340	0.6%
Hooks		2,769	554	0.9%
Leary		495	100	0.2%
Maud		1,056	211	0.3%
Nash		2,960	592	1.0%
New Boston		4,550	910	1.5%
Red Lick		1,008	202	0.3%
Redwater		1,057	211	0.3%
Texarkana, Texas		36,411	7,282	12.0%
Wake Village		5,492	1,098	1.8%
Sub-Total Member Cities		57,497	11,499	18.9%
Bowie County (Net)		35,068	5,260	8.6%
Texarkana College			100	0.2%
Texarkana ISD			100	0.2%
Liberty-Eylau ISD			100	0.2%
TexAmerica Center			100	0.2%
TOTAL COUNTY		92,565	17,160	28.2%
CASS COUNTY	30,464			
Atlanta		5,675	1,135	1.9%
Avinger		444	100	0.2%
Bloomburg		404	100	0.2%
Domino		93	100	0.2%
Hughes Springs		1,760	352	0.6%
Linden		1,998	400	0.7%
Queen City		1,476	295	0.5%
Sub-Total Member Cities		11,850	2,482	4.1%
Cass County (Net)		18,614	2,792	4.6%
Good Shepard Medical Center			100	0.2%
TOTAL COUNTY		30,464	5,374	8.8%
DELTA COUNTY	5,231			
Cooper		1,969	394	0.6%
Sub-Total Member Cities		1,969	394	0.6%
Delta County (Net)		3,262	489	0.8%
Delta County MUD			100	0.2%
TOTAL COUNTY		5,231	983	1.6%

FY 2022 Membership Dues

MEMBER	2010 POPULATION		FY '22 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
FRANKLIN COUNTY	10,605			
Mt. Vernon		2,662	532	0.9%
Sub-Total Member Cities		2,662	532	0.9%
Franklin County (Net)		7,943	1,191	2.0%
Franklin County Water District			100	0.2%
TOTAL COUNTY		10,605	1,823	3.0%
HOPKINS COUNTY	35,161			
Como		702	140	0.2%
Cumby		777	155	0.3%
Sulphur Springs		15,449	3,090	5.1%
Sub-Total Member Cities		16,928	3,385	5.6%
Hopkins County (Net)		18,233	2,735	4.5%
Sulphur Springs I.S.D.			100	0.2%
Como-Pickton C.I.S.D.			100	0.2%
N.E. TX. Rural Rail District			100	0.2%
TOTAL COUNTY		35,161	6,420	10.5%
LAMAR COUNTY	49,793			
Blossom		1,494	299	0.5%
Deport		578	116	0.2%
Paris		25,171	5,034	8.3%
Reno		3,166	633	1.0%
Roxton		650	130	0.2%
Sub-Total Member Cities		31,059	6,212	10.2%
Lamar County (Net)		18,734	2,810	4.6%
Lamar SWCD			100	0.2%
Northeast Texas RC & D			100	0.2%
North Lamar ISD			100	0.2%
Paris ISD			100	0.2%
Paris Junior College			100	0.2%
Chisum ISD			100	0.2%
TOTAL COUNTY		49,793	9,622	15.8%

FY 2022 Membership Dues

MEMBER	2010 POPULATION		FY '22DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MORRIS COUNTY	12,934			
Daingerfield		2,560	512	0.8%
Lone Star		1,581	316	0.5%
Naples		1,378	276	0.5%
Omaha		1,021	204	0.3%
Sub-Total Member Cities		6,540	1,308	2.1%
Morris County (Net)		6,394	959	1.6%
Paul Pewitt ISD			100	0.2%
Northeast Texas MWD			100	0.2%

TOTAL COUNTY		12,934	2,467	4.1%
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RED RIVER COUNTY	12,860			
Annona		315	100	0.2%
Avery		482	100	0.2%
Bogata		1,153	231	0.4%
Clarksville		3,285	657	1.1%
Detroit		732	146	0.2%
Sub-Total Member Cities		5,967	1,234	2.0%
Red River County (Net)		6,893	1,034	1.7%
Avery ISD			100	0.2%
Red River County SWCD			100	0.2%
Red River County WCID - No.1			100	0.2%
Clarksville ISD			100	0.2%

TOTAL COUNTY		12,860	2,668	4.4%
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TITUS COUNTY	32,334			
Mt. Pleasant		15,564	3,113	5.1%
Winfield		524	105	0.2%
Sub Total Member Cities		16,088	3,218	5.3%
Titus Country (Net)		16,246	2,437	4.0%
Titus County FWSD			100	0.2%
Mt. Pleasant ISD			100	0.2%
North East Texas Community College			100	0.2%

TOTAL COUNTY		32,334	5,955	9.8%
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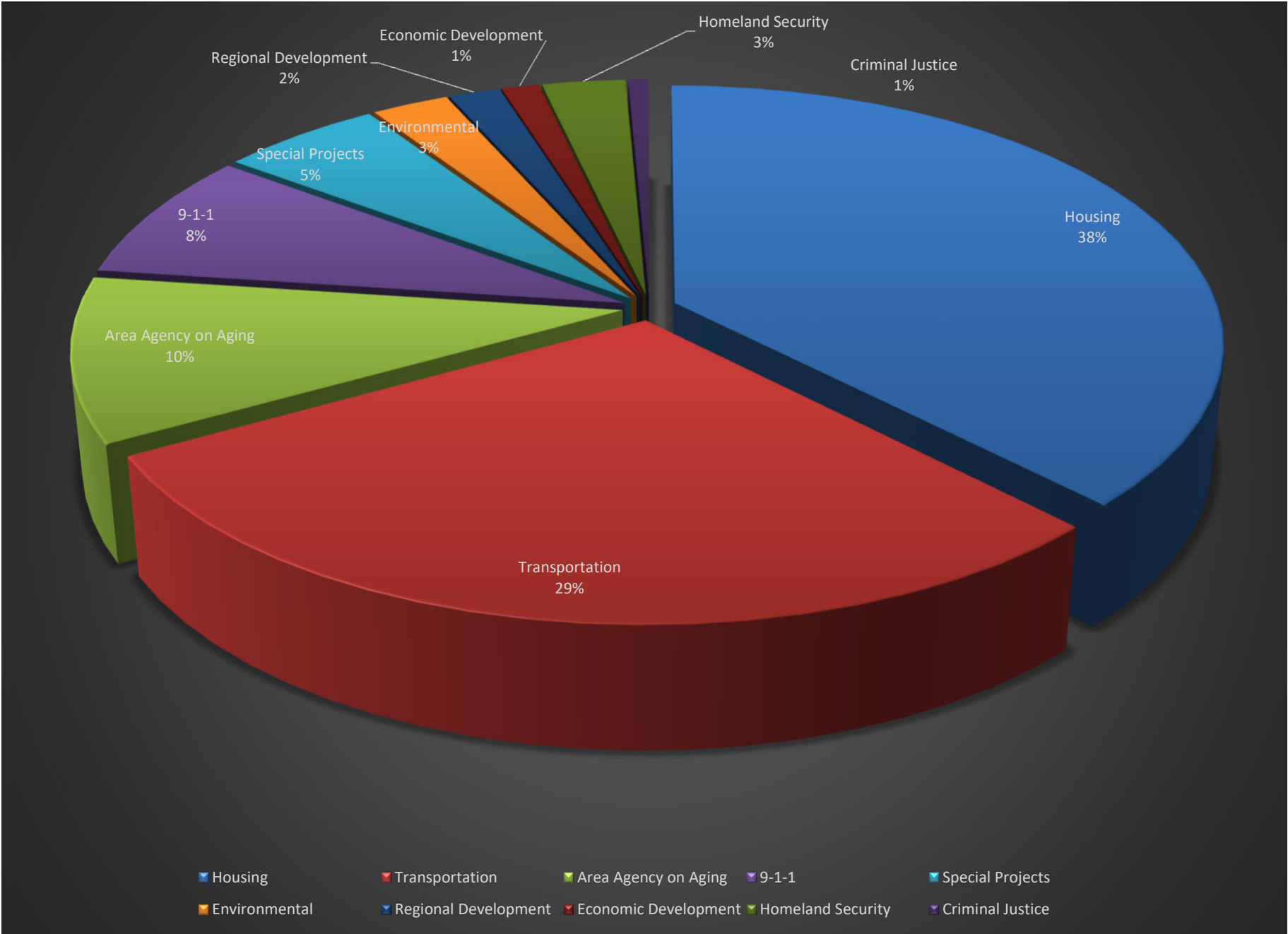
FY 2022 Membership Dues

MEMBER	2010 POPULATION		FY '22 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MILLER COUNTY, ARK.	43,462			
Garland		242	100	0.2%
Texarkana, Arkansas		29,919	5,984	9.8%
Fouke		859	172	0.3%
Sub-Total Member Cities		31,020	6,256	10.3%
Miller County (Net)		12,442	1,866	3.1%
TOTAL COUNTY		43,462	8,122	13.3%
OTHER	N/A			
Red River Appraisal District			100	0.2%
Red River Authority			100	0.2%
N.E. Tx. Reg. Advisory Council			100	0.2%
TOTAL OTHER			300	0.5%
AGENCY TOTAL		325,409	60,893	100.00%

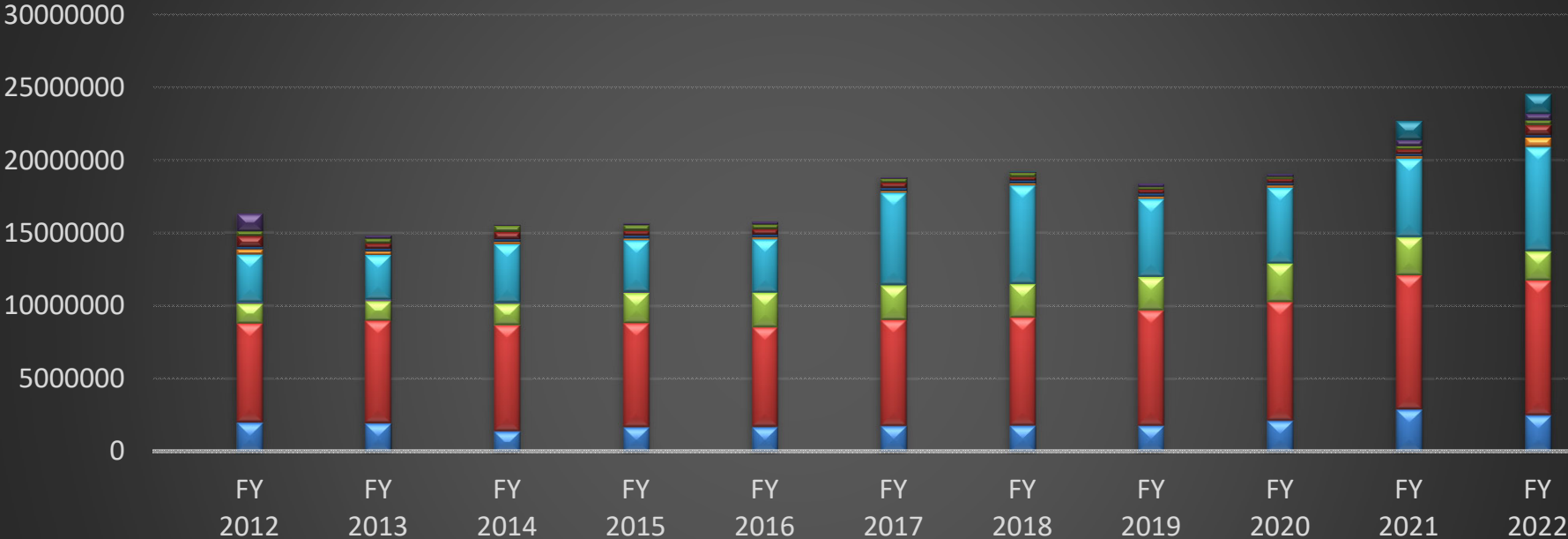
Note: Current adopted ATCOG policy and agency bylaws prescribe a member dues rate of \$00.20 per capita for municipalities, \$00.15 per capita for counties, less population of member municipalities, with a minimum dues of \$100.00 per member, including special purpose districts and other political subdivisions.

Salary Schedule

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
GRADE 01	16,112	17,094	17,606	18,135	18,679	19,239	19,816	20,411	21,023	21,654
GRADE 02	21,675	22,249	22,838	23,443	24,065	24,702	25,357	26,029	26,718	27,427
GRADE 03	24,032	24,669	25,323	25,994	26,682	27,390	28,115	28,860	29,626	30,411
GRADE 04	26,651	27,356	28,082	28,825	29,590	30,374	31,179	32,005	32,853	33,723
GRADE 05	29,551	30,334	31,137	31,963	32,810	33,679	34,571	35,487	36,428	37,393
GRADE 06	32,758	33,625	34,517	35,431	36,370	37,334	38,323	39,339	40,381	41,451
GRADE 07	36,324	37,287	38,275	39,290	40,330	41,399	42,496	43,622	44,778	45,965
GRADE 08	39,726	40,778	41,859	42,968	44,107	45,276	46,475	47,707	48,971	50,269
GRADE 09	44,045	45,213	46,410	47,640	48,902	50,199	51,529	52,894	54,296	55,735
GRADE 10	48,840	50,135	51,463	52,827	54,228	55,664	57,140	58,653	60,208	61,804
GRADE 11	54,153	55,588	57,061	58,573	60,126	61,719	63,354	65,033	66,757	68,526
GRADE 12	60,047	61,638	63,272	64,948	66,670	68,437	70,251	72,112	74,023	75,985
GRADE 13	65,650	67,390	69,175	71,009	72,890	74,822	76,805	78,840	80,929	83,074
GRADE 14	72,793	74,722	76,702	78,736	80,822	82,964	85,163	87,419	89,735	92,113
GRADE 15	80,712	82,851	85,046	87,300	89,613	91,988	94,426	96,928	99,497	102,134
GRADE 16	89,489	91,861	94,296	96,795	99,359	101,993	104,695	107,470	110,318	113,241
GRADE 17	99,125	101,751	104,448	107,216	110,057	112,973	115,967	119,040	122,195	125,433
GRADE 18	109,908	112,820	115,810	118,879	122,029	125,263	128,582	131,990	135,487	139,078



Revenue Comparision



- ▾ Aging
 ▾ Housing
▾ 911
▾ GIS
- ▾ Transportation
 ▾ Environmental
▾ CJD
▾ Homeland Security
- ▾ Economic Dev*
 ▾ Regional Dev.
▾ Special Projects

ARK-TEX COUNCIL OF GOVERNMENTS

BUDGET REVENUE COMPARISON

	Aging	Housing	911	GIS	Transportation	Environmental	CJD	Homeland Security	Economic Dev*	Regional Dev.	Special Projects	TOTAL BUDGET	Indirect Rate	Benefits Rate
FY 2012	1,999,296	6,784,596	1,369,490	87,000	3,275,455	339,158	172,097	742,220	317,684	1,229,185		16,316,181	33.30%	68.80%
FY 2013	1,963,745	7,034,621	1,362,658	85,800	3,047,598	246,485	197,871	344,752	322,779	223,325		14,829,634	33.30%	56.60%
FY 2014	1,413,791	7,299,168	1,444,300	84,274	4,023,986	131,986	193,000	505,917	423,048	63,244		15,582,714	46.50%	41.50%
FY 2015	1,705,000	7,126,741	2,066,580	69,408	3,547,439	127,602	206,359	316,204	384,696	119,885		15,669,914	25.00%	48.20%
FY 2016	1,705,000	6,836,500	2,380,206	-	3,648,907	127,602	177,319	378,935	297,560	194,800		15,746,829	17.50%	56.80%
FY 2017	1,790,212	7,266,728	2,364,748	-	6,357,838	126,998	200,316	361,198	273,178	117,103	13,010	18,871,329	21.10%	61.60%
FY 2018	1,801,439	7,404,475	2,299,936	-	6,748,554	124,831	198,195	252,439	272,246	74,884	18,936	19,195,935	26.00%	49.50%
FY 2019	1,804,141	7,912,137	2,299,936	-	5,350,049	148,000	209,554	262,453	200,804	248,005	14,500	18,449,579	30.06%	37.60%
FY 2020	2,144,393	8,146,735	2,629,375		5,205,038	128,475	196,922	266,976	140,548	190,691	24,737	19,073,890	29.19%	35.20%
FY 2021	2,925,303	9,193,906	2,629,375		5,393,769	128,475	196,922	289,466	239,753	416,254	1,305,237	22,718,460	24.81%	47.51%
FY 2022	2,515,008	9,249,649	1,981,760		7,156,293	648,475	175,186	702,442	317,023	434,280	1,356,334	24,536,450	19.28%	56.56%
difference	(410,295)	55,743	(647,615)	-	1,762,524	520,000	(21,736)	412,976	77,270	18,026	51,097	1,817,990		